



## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 31 OF 2024  
DATE ISSUED 30 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](http://www.thensg.gov.za).

### AMENDMENTS

: **DEPARTMENT OF MINERAL RESOURCES & ENERGY:** kindly note that the following posts advertised in the Public Service Circular 30 dated 23 August 2024 with the of 13 September 2024. Parliamentary and Cabinet Support (Post No 30/ 61) Parliamentary and Cabinet Support (Post No 30/ 62) Administrative Support and Coordination (Post No 30/ 63) Administrative Support and Coordination (Post No 30/ 64) Food Aide Service (Post No 30/ 69) Food Aide Service (Post No 30/ 70) Food Aide Service (Post No 30/ 71) Food Aide Service (Post No 30/ 72) have been withdrawn.  
**PROVINCIAL ADMINISTRATION:GAUTENG: DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION:** Kindly note that the following 03

references were advertised in the Public Service Vacancy Circular 30 dated 23 August 2024, Sport Promotion Officer with Ref No: SACR/2024/11; Sport Promotion Officer with Ref No: SACR/2024/12; Sport Promotion Officer: Club Development with Ref No: SACR/2024/13; the above mentioned (references) posts are on a (3 years contract) closing date 17 September 2024

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**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**

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

- APPLICATIONS** : Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or [recruitment14@ipid.gov.za](mailto:recruitment14@ipid.gov.za) (Please indicate the post name and reference number on the subject line) when applying through e-mail.
- FOR ATTENTION** : Mr S Baloyi Tel No: (012) 399 0202
- CLOSING DATE** : 13 September 2024
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

**OTHER POST**

- POST 31/01** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: Q9/2024/27**
- SALARY** : R849 702 per annum, (all-inclusive package)
- CENTRE** : Pretoria

**REQUIREMENTS**

: An NQF Level 7 Degree as recognized by SAQA, in Public Administration or Law or Business Management. 3years' relevant experience required at ASD level. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who is able to work with individuals and teams at both management and operational level. Knowledge of Criminal and procedures. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven.

**DUTIES**

: Ensure Administrative Support Services: Coordinate and facilitate the implementation of special projects. Provide administrative and logistical support to the Executive Director. Provide secretarial services to management and government structures and meetings. Liaise with and coordinate activities of management and various committees. Coordinate and facilitate legal related matters of the office of the Executive Director. Coordination and facilitation of investigation related matters, complaints, follow up and minor reports. Quality assurance of reports submitted to the office of the Executive Director. Develop and maintain effective document management system in the office of the executive Director and quality assures reports and written instruments. Assist with the process for preparation of questions from Parliament. Ensure Coordination with the Departmental, Cabinet, Parliamentary, Cluster Management and related structures. Coordinate interaction and collaboration with the Minister's office and other stakeholders. Establish and maintain sectoral and intergovernmental relations. Liaison with Parliamentary Committees, Cabinet Clusters and working committees as well as key departmental stakeholders such as SAPS, MPS, Civilian Secretariat, NPA, SIU, Public Protector, State Security Agency Civil Society Organizations etc. Manage Human Resources: Performance Management of Staff. Supervision of Staff. Apply discipline, Training and development of staff. Coordinate administrative and logistical support to the office of the Executive Support. Provide an effective and efficient secretarial service during management meetings. Supervise Admin Staff.

**ENQUIRIES**

: Mr O Khanyi Tel No: (012) 399 0038

## 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** : Free State Division of the High Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301 or via email at applicationsFS@judiciary.org.za
- CLOSING DATE** : 13 September 2024
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested

information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

**ERRATUM:** Kindly note that the applications for the post of Senior Law Researcher: Free State Division of The High Court with Ref no: 2024/139/OCJ advertised on DPSA Circular 29 with a closing date of 30 August 2024 must be submitted to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301 or via email at [applicationsFS@judiciary.org.za](mailto:applicationsFS@judiciary.org.za). Further take note that the post is for a Senior Law Researcher and that the closing date has been extended to 07 September 2024. The post of Law Researcher: Free State Division of the High Court: Bloemfontein with Ref No: 2024/87/OCJ advertised on Public Service Vacancy Circular 28 with a closing date of 19 August 2024 has been withdrawn. Kindly note that the 11 posts of Judge's Secretaries for Gauteng Division of the High Court Pretoria with Ref No's: 2024/108/OCJ, 2024/109/OCJ, 2024/110/OCJ, 2024/111/OCJ, 2024/112/OCJ, 2024/113/OCJ, 2024/115/OCJ, 2024/116/OCJ, 2024/117/OCJ, and 15 posts of Judge's Secretaries for Johannesburg Division of the High Court with Ref No's: 2024/118/OCJ, 2024/119/OCJ, 2024/120/OCJ, 2024/121/OCJ, 2024/122/OCJ, 2024/123/OCJ, 2024/124/OCJ, 2024/125/OCJ, 2024/126/OCJ, 2024/127/OCJ, 2024/128/OCJ, 2024/129/OCJ, 2024/130/OCJ, 2024/131/OCJ, 2024/132/OCJ, 2024/133/OCJ, 2024/134/OCJ which were advertised on Public Service Vacancy Circular 29 with a closing date of 30 August 2024 have been withdrawn. Apologies for any inconvenience caused.

The Centre for the post of Assistant Director: Security with Ref No: 2024/107/OCJ advertised on Public Service Vacancy Circular 29 with a closing date of 30 August 2024 is Eastern Cape Provincial Service Centre. Apologies for any inconvenience caused.

#### **OTHER POSTS**

<b><u>POST 31/02</u></b>	:	<b><u>REGISTRAR REF NO: 2024/147/OCJ</u></b>
<b><u>SALARY</u></b>	:	R307 659 – R1 053 387 per annum (MR3 – MR5), the salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Free State Division of The High Court Matric certificate and an LLB Degree or a four (4) year legal qualification. A minimum of three (3) years' legal experience obtained after qualification. A valid driver's license. Superior court or litigation experience will be an added advantage. Supervisory experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Planning and organising skills. Problem solving skills. Numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict Management skills. Supervisory skills. Time management and ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
<b><u>DUTIES</u></b>	:	Co-ordination of case flow management and administrative support to the judiciary. Comply with court rules and all relevant prescripts. Handling taxation as Taxing Master. Manage the issuing of all processes and initiating of court proceedings. Co-ordinate appeals and reviews (civil and criminal). Process and grant judgments by default. Quality check criminal record books. Attend to and execute requests from the judiciary in connection with cases and case related matters. Issue/sign court orders/letters to attorneys/litigants on behalf of the court. Authenticate signatures of legal practitioners, notaries and sworn translators. Process unopposed divorces and facilitation of pre-trial conferences. Keep/check and analyse the court's monthly, quarterly and annual statistics and monitor the submission thereof. Exercise control over the management and safekeeping of case records and the records room. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Monitor the functionality of the court recording system. Notify relevant managers regarding needs for translation/transcripts of cases. Attend/oversee to general public queries/correspondence. Handling of urgent applications during working hours, after-hours, weekends and public holidays. Attend to office management, planning and organising. Manage the staff component and related HR processes.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquires: Mr S.P Mathibeli Tel No: (051) 492 4563

HR Related Enquiries: Ms N. De La Rey/Ms D. Peters Tel No: (051) 492 4585/73

**NOTE**

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



## NATIONAL TREASURY

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



**NOTE** : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

## MANAGEMENT ECHELON

**POST 31/03** : **DIRECTOR: PRIMARY SECTOR REF NO: S014/2024**  
Division: Economic Policy (EP)  
Purpose: To monitor and evaluate economic developments in the Primary Sector of the economy and develop National Treasury positions on the real economy and related policy matters, plan and execute research projects, and engage external stakeholders on sectoral developments.

**SALARY** : R1 216 824 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum degree (equivalent to NQF level 7) in the following disciplines: Economics or Econometrics or Finance or Statistics or Business Science or Data Science or Accounting or Mathematics. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in the real sector economic policy environment. Knowledge and experience of applied microeconomics. Knowledge of the different research approaches and tools. Experience in policy analysis and the ability to interpret economic policy outcomes. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Some key Outputs include: - Sector Analysis: Research, analyse and compile reports on developments in the primary sector and identify the implications thereof for government policies and priorities e.g. growth, employment and investment. Initiate research and provide in-depth analysis of the socio-economic impact of related policy proposals. Plan and manage databases of micro-economic and macro-economic indicators to assist in economic analysis. Oversee the drafting of speaking and briefing notes, memos and

speeches for the Deputy Directors-General, Director-General, Deputy Minister and the Minister. Develop National Treasury positions on real economy and related policy matters. Policy Advice: Oversee the preparation of speaking and briefing notes, memos and speeches based on policy-relevant issues in the primary sector. Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders. Oversee Draft documents for consultation with stakeholders, Represent National Treasury on inter-governmental and other external forums and committees. Research: Identify research gaps, initiate and oversee research into policy-relevant developments in the primary sector environment. Analyse research results and initiate benchmarking exercises with international institutional best practices and trends. Engage internal and external stakeholders on policies which affect key government priorities e.g. growth, employment and investment in the primary sectors. Oversee research projects related to the primary sector. Budget & MTBPS: Manage and coordinate team assumptions process. Manage and provide inputs into Chapter 2 of Budget Review and MTBPS and sector analyse the updates, tables, charts. Verify numbers and proof-reading Q&As. Participate in investor meetings and roadshows. Project and Financial Management: Plan and execute research projects for the primary sector, Plan and drive the directorate research agenda and training.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 13 September 2024 at 12:00 am (Midnight)

#### OTHER POST

**POST 31/04** : **DEPUTY DIRECTOR: PERSAL MAINTENANCE AND IMPLEMENTATION**  
**REF NO: S020/2024**  
 Division: Office Of the Accountant-General (OAG)  
 Purpose: To manage the development, maintenance and enhancement of PERSAL implementation pertaining to electronic payment processes, payroll and payroll reports, SCOA alignment and the SCC system in support of compliance with all spheres of government.

**SALARY** : R1 003 890 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Degree (equivalent to NQF level 7) in any of the following disciplines: Project Management or Business Management or Financial Management or Information Technology. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in a project or business management environment. Knowledge of Transversal Systems and the dissemination of processes. Knowledge and experience of the financial and transversal systems framework of government.

**DUTIES** : Some key Outputs include: PERSAL Development, Maintenance, and Implementation: Manage the maintenance of system enhancements as required in line with policies and procedures. Analyse requests of proposed developments in enhancement to user requirements, Initiate piloting and quality assurance of proposed developments relating to system functionalities. Analyse and interpret policies and regulations determining the impact on HR & Auxiliaries and their implementation. Develop HR and Auxiliary, System Change Control for implementation. PERSAL Code Files and Tables: Coordinate the creation of new Institutions, departments, user codes and user profiles. Manage upgrades on the mainframe, software versions in compliance with SITA Notices and ACB Notices. Initiate the updating of banking details of sponsors and private banks in accordance with the processes and procedures. Oversee updates of contact details and addresses of institutions, departments and commercial banks. Maintain name changes and other details of the institutions, departments and pay slip templates. Verify changes pertaining to SARS on TAX over payments and other reconciliations. Electronic Data Transfer (EDT) and Electronic Funds Transfer (EFT) processes: Oversee the development and maintenance of Electronic Interface Profiles and deactivation and amendment to existing. Provide technical advice to institutions, commercial banks, SARS, Bankserv Africa on data files transmissions. Develop a platform on problem resolution mechanisms of oversights related to EDT and EFT processes, SCOA and interfacing with financial systems. Financial systems, Commercial banks, SARS, SAFETYNET and PERSAL servers. Manage and ensure timely and successfully interface procedures. Initiate the compilation of PERSAL and system generated notifications on system changes and developments, respond to audit queries and findings related to PERSAL operations. Oversee the maintenance and developments of existing systems.

PERSAL Security protocols and Profiles: Verify the validity of programmatic updates and head counts on the system for audit purposes, manage system maintenance standard processes, procedures and Biometrics pertaining to PERSAL, Oversee Social Pensions (SOCPEN) files, account verifications, limits, SARS Payment Reference Number (PRN) files and numbers, and payments advice through NT Safetynet System. Stakeholder Engagement: Engage stakeholders on developments of scheduled updates and impact of operations. Compile notifications on HR and Auxiliary and other system related updates pertaining to changes and developments. Escalate audit queries for proper management of concerns and remedial action prior to implementation. Liaise with client departments in the identification and resolution of system related concerns. Functions as the 3<sup>rd</sup> level of support providing expert advice and resolution to requests escalated by the Contact Centre.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>  
**CLOSING DATE** : 13 September 2024 at 12:00 am (Midnight)

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 13 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 Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, 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. 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.

## OTHER POSTS

**POST 31/05** : **CHIEF ENGINEER: GRADE A REF NO: 130924/01**  
Branch: Provincial Operations: Free State: Water Services Infrastructure Development and Refurbishment Programmes

**SALARY** : R1 200 426 – R1 371 489 per annum, (all-inclusive OSD salary package)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An Engineering Degree (B Eng / BSc (Eng)). Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of an unexpired valid driver's license. Knowledge of Water Resource Infrastructure Management. Knowledge of Sector Legislation. Knowledge of Dam Safety Regulations and Standards. Programme and Project management skills. knowledge of Engineering, legal and operational compliance. Mobile equipment operating skills. Engineering design and analysis. Knowledge and skills in maintenance. Knowledge of Engineering Code of Conduct; risk management, technical report writing, Knowledge Management and Financial Management. Research and development skills, Computer-aided engineering applications. Creation of a high-performance culture. Technical consulting. Engineering and Professional judgment. Communication skills both verbal and written. Computer skills: people management skills, planning and organizing, conflict management, negotiation skills, change management. Strategic capability and leadership, creativity, financial management, customer focus and responsiveness.

**DUTIES** : The successful candidate will be responsible to perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic directions in the process. These entail the following activities: Perform and manage all engineering activities related to water and wastewater infrastructure through engineering design, analysis, and maintenance of engineering operational effectiveness (Design and evaluates designs elements). Provide strategic direction in water services infrastructure and associated processes

through governance (Plans engineering projects and systems). Communicate with relevant stakeholders with regards to projects and activities. Develop, Maintain and Upgrade technology applicable. Manage Professional Service Providers (PSPs) contracts. Oversee and manage all work conducted by PSPs. Delegate work to PSPs. Oversee and monitor all PSPs contracts. Provide leadership to sector. Conduct strategic and business planning for the sector. Financial Management and People Management. Engineering principles are to be applied to ensure water services infrastructure development and maintenance programme and project management, legal and operational compliance. Contribute to the strategic plan of the Branch. Assists in developing strategic plans, annual business plans and budget for the Directorate. Revise plans quarterly. Provide plans quarterly. Provide verbal and written reports to managers.

- ENQUIRIES APPLICATIONS** : Mr M Manyama Tel No: (051) 405 9000  
 : Free State (Bloemfontein): For purposes of response handling, please email your application quoting the relevant reference number on the subject line to: [Recruit31HO@dws.gov.za](mailto:Recruit31HO@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 31/06** : **CHIEF ENGINEER: (ELEC/MECH) REF NO: 130924/02**  
 Branch: Infrastructure Management: Eastern Operations Wriom - Operations Eastern  
 Dir: Operations Eastern
- SALARY CENTRE REQUIREMENTS** : R1 200 426 – R1 371 489 per annum, (all-inclusive OSD salary package)  
 : Midmar Dam  
 : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Mobile equipment operating skills, Engineering design and analysis knowledge. Engineering and professional judgement, Engineering legal and operational compliance. Strategic Capability and leadership, knowledge in Computer aided engineering applications. Financial management skills, decision making and technical consulting skills.
- DUTIES** : Maintain engineering operational effectiveness; managing the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Governance: Allocate, control, monitor and report on all resources. Compile risks logs and managed significant risk according to sound risk management practice and organisational requirements. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the commercial value add of the discipline-related programmes and projects. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organisational needs and requirements.
- ENQUIRIES APPLICATIONS** : Mr T Mkhize Tel No: (033) 239 1900  
 : Midmar (Howick): For purposes of response handling, please email your application quoting the relevant reference number on the subject line to: [Recruit31HO@dws.gov.za](mailto:Recruit31HO@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.  
 : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.
- POST 31/07** : **SCIENTIST MANAGER GRADE A REF NO: 130924/03**  
 Branch: Provincial Operations: Free State: Proto CMA
- SALARY CENTRE REQUIREMENTS** : R1 042 170 per annum, (OSD), (all-inclusive OSD salary package)  
 : Bloemfontein  
 : An MSc degree or relevant qualification. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. The following competencies are essential: Scientific, managerial, co-ordination and

organisational skills. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of water quality management Implement principles of national water act in terms of protection, development, use, control and management of water resources of the National Water Act, 1998 and related legislation. Ability to manage human resources and finances. Strong leadership skills and the ability to promote transformation and service delivery excellence. Communication Skills, including written and verbal communication skills, and willingness to travel when required. Interpersonal skills and ability to work in a multi-disciplinary team. Knowledge and ability to conduct stakeholder engagement sessions very critical.

**DUTIES** : The incumbent will be part of a team with the primary responsibility of classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the country; Review and recommend scientific projects. Give specialist comments on the water use authorisations with water quality related uses; Align projects to organisational strategies; Monitor progress on the implementation of projects related to water resources protection. Management of waste discharge charge system and surface water data management. Guiding the development of strategies, procedures and guidelines for the classification of water resources and resource quality objectives; Interfacing with line function water resource managers in the implementation of water resource protection requirements; Assist in supporting Water Tribunal cases and related court cases; Providing technical service with regards to water resource protection to the Department of Water and Sanitation. Management of personnel and financial resources in the sub-directorate and implement PMDS; Compile and manage budgets and control cash flows; Managing a multidisciplinary scientific team.

**ENQUIRIES APPLICATIONS** : Mr. VS Dywili Tel No: (051) 405 9000  
: Please email your application quoting the relevant reference number on the subject line to: [SMFS@dws.gov.za](mailto:SMFS@dws.gov.za) or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor or post to Private Bag 528, Bloemfontein, 9301

**POST 31/08** : **CONTROL ENGINEERING TECHNOLOGIST REF NO: 130924/04**  
Branch: Infrastructure Management: Eastern Operations Wriom - Operations Eastern  
Dir: Operations Eastern

**SALARY CENTRE REQUIREMENTS** : R873 840 per annum, (all-inclusive OSD salary package)  
: Midmar Dam  
: A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Six years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. The disclosure of a valid unexpired driver's license. Project Management, Technical design and analysis knowledge, research and development, computer aided engineering applications, knowledge of legal compliance, technical report writing, technical consulting and networking, professional judgement. Change management, financial management, people management, decision making. Good written and verbal communication skills, planning and organising, problem solving and analysis. Customer focus and responsiveness.

**DUTIES** : Provide technological advisory services, perform administrative and related duties, manage administrative and related functions. Research and development.

**ENQUIRIES APPLICATIONS** : Mr TH Mkhize Tel No: (033) 239 1900  
: Midmar (Howick): Please email your application quoting the relevant reference number on the subject line to: [Recruitmidmar@dws.gov.za](mailto:Recruitmidmar@dws.gov.za) or hand deliver to: R103 Prospect Road Midmar Dam or post to: Department of Water and Sanitation, Private BagX1652, Bergville, 3350

**FOR ATTENTION** : Mr M Mncwabe

**POST 31/09** : **ENGINEER: PRODUCTION GRADE A-C REF NO:130924/05**  
Branch: Provincial Operations: Free State: Proto CMA

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

**CENTRE REQUIREMENTS** : Bloemfontein  
: An Engineering degree (B Eng/BSc Eng) or relevant qualification in Civil Engineering. 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. Preference will be given to civil engineering. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.

**DUTIES** : Review integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorize water uses and to manage compliance to the authorizations. Participation in post-authorization litigation processes. Manage and supervise other technical officials under the licensing unit.

**ENQUIRIES APPLICATIONS** : Mr. VS Dywili Tel No: (051) 405 9000  
: Bloemfontein Please email your application quoting the relevant reference number on the subject line to: [SMFS@dws.gov.za](mailto:SMFS@dws.gov.za) or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor or post to Private Bag 528, Bloemfontein, 9301.

**FOR ATTENTION** : Ms Z Gwetyana

**POST 31/10** : **ENGINEER PRODUCTION GRADE A-C REF NO: 130924/06**  
Branch: Infrastructure Management: Eastern Operations (WRIOM)  
Dir: Operations Eastern

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

**CENTRE REQUIREMENTS** : Midmar Dam  
: An engineering degree (B Eng/ BSc Eng) in Civil Engineering / Agricultural Engineering or related engineering degree. Three (3) years post qualification engineering experience required. Management experience in field of Water Engineering or Water Resource will serve as an advantage. Compulsory registration with the Engineering Council of South Africa as a Professional Engineer (Pr Eng). The disclosure of a valid unexpired driver's license. Knowledge of water resources system operation, Environmental management, Water Resources Assessment, Analysis of Water Requirement, Water Requirement Systems Analysis and Water Quality Assessment. Knowledge of Dam Engineering and Hydropower, Engineering Economics, Water Resource Planning. Knowledge of Supply Chain Management, business planning, Contractual and legal requirements. Programme and Project Management, financial management, knowledge management, technical consulting and networking, professional judgement. Change management, financial management, people management and empowerment, service delivery innovation, accountability, and ethical conduct. Good written and verbal communication skills, problem solving and analysis. Client orientation and Customer focus.

**DUTIES** : Analysis and development of water resources systems operating rules. Development of planning/Operation models or decision support systems for Water Resource Development/Management. Expert advice in Water Resource Planning /Operations. Development of Business Plan and manage Human Resources.

**ENQUIRIES APPLICATIONS** : Mr TH Mkhize Tel No:(033) 239 1900  
: Midmar (Howick): Please email your application quoting the relevant reference number on the subject line to: [Recruitmidmar@dws.gov.za](mailto:Recruitmidmar@dws.gov.za) or hand deliver to: R103 Prospect Road Midmar Dam or post to: Department of Water and Sanitation, Private BagX1652, Bergville, 3350.

**FOR ATTENTION** : Mr M Mncwabe

<b><u>POST 31/11</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A: REF NO: 130924/07 (X2 POSTS)</u></b> Branch: Provincial Operations: North-West - Water Service Planning Support
<b><u>SALARY</u></b>	:	R522 741 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (engineering) experience in a field of civil and water engineering. Compulsory registration with ECSA as professional engineering technician. The disclosure of a valid unexpired driver's license. Knowledge of water resources systems operations. Environmental management. Water resources and supply assessment. Analysis of water requirement. Water requirement system analysis. Water quality assessment. Computer proficiency (MS Word, MS Excel, MS PowerPoint, MS Outlook). Good verbal and written communication skills. Engineering economics. Water resources and supply planning knowledge. Knowledge of supply chain management. Knowledge of contractual and legal requirements. Knowledge of business planning. Programme and project management. Change management. Knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Provision of Engineering, Project Management and Business Process re-engineering services for the Municipal Infrastructure Grant programme (MIG) which entails site visit technical report evaluations, recommendations and monitoring of projects. Support on the planning and implementation of Water Services Infrastructure Grant (WSIG). Support on the planning and implementation of Regional Bulk Infrastructure Programme (RBIG) and any other funding sources earmarked for water services in the NW. Coordination of Free Basic Services (FBS) Support on the Comprehensive Infrastructure Plan (CIP) and Water Conservation and Water Demand Management. Support the Integrated Development and Water Services Development Planning (IDP/WSDP) Processes in the NW. Provide support of Municipal Priority Action Plan (MPAP), Municipal International Water Association (IWA) Water Balance, Municipal Strategic Self-Assessment (MuSSA) data collection and coordination.
<b><u>ENQUIRIES</u></b>	:	Mr T Mtshali Tel No: (018) 387 9587/ (060) 543 5112
<b><u>APPLICATIONS</u></b>	:	North-West (Mmabatho): Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:NWRrecruitment@dws.gov.za">NWRrecruitment@dws.gov.za</a> or hand deliver to: Mega City Shopping Centre, Corner. DR. James Moroka Drive and Sekame Road, Unit 99 Ground Floor or post to: Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735.
<b><u>FOR ATTENTION</u></b>	:	Mr T Tshethane
<b><u>POST 31/12</u></b>	:	<b><u>CHIEF ARTISAN (CIVIL MAINTENANCE) REF NO: 130924/08</u></b> Branch: Infrastructure Management: Eastern Operations (WRIOM) Dir: Operations Eastern
<b><u>SALARY</u></b>	:	R455 223 per annum
<b><u>CENTRE</u></b>	:	Midmar Dam
<b><u>REQUIREMENTS</u></b>	:	An appropriate Trade Test Certificate. Ten (10) years post-qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Technical analysis knowledge, computer aided applications, knowledge of legal compliance, technical report writing, knowledge and skills in production processes. Understanding of GIS applications and spatial data. Theory, principles and practices of GIS, knowledge of GIS standards, GIS software applications, GIS software customisations. Basic understanding of technologies such as GPS, Photogrammetry and Remote Sensing. Projections and principles of cartography Good written and verbal communication skills, Computer skills, analytical skills, creativity, self-management, planning, organising and execution, conflict management, problem solving analysis. Customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Manage technical services, financial management, people management, maintain and advance expertise and perform administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr SB Mathonsi Tel No: (033) 239 1900
<b><u>APPLICATIONS</u></b>	:	Midmar (Howick): Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:Recruitmidmar@dws.gov.za">Recruitmidmar@dws.gov.za</a> or hand deliver to: R103 Prospect Road Midmar Dam or post to: Department of Water and Sanitation, Private BagX1652, Bergville, 3350.
<b><u>FOR ATTENTION</u></b>	:	Mr M Mncwabe



**POST 31/13** : **SENIOR SAFETY OFFICER REF NO: 130924/09**  
Branch: Corporate Support Services  
Dir: Employee Health Wellness

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A National Diploma or Degree in Occupational Health and Safety or Safety Management. Three (3) to five (5) years' experience in Occupational Health and Safety Management. The disclosure of a valid unexpired driver's license. Understanding of policy implementation. Knowledge of monitoring and evaluation principles. Knowledge of research procedures and techniques. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in public administration. Knowledge of design principles, techniques, and tools. Knowledge of the writing process reviewing and proofreading. Understanding of government legislation. Good communication skills both (verbal and written). Problem solving skills, creativity and awareness. Accountability and ethical conduct. People and diversity management. Attention the details.

**DUTIES** : Implement health and safety legislation, regulations with an objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of staff and visitors. Increase health and safety awareness at all levels within the organisation. Investigate and report on all accidents occurring at workplace. Respond to employee's health and safety concerns. Arrange occupational health and safety testing and evaluations of the workplace. Coordinate training of personnel in areas of safety including first aid.

**ENQUIRIES** : Ms O Manyana Tel No: (012) 392 7804  
**APPLICATIONS** : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: [Recruit31HO@dws.gov.za](mailto:Recruit31HO@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 31/14** : **ARTISAN FOREMAN (CIVIL MAINTENANCE) REF NO: 130924/10**  
Branch: Infrastructure Management: Eastern Operations (WRIOM)  
Dir: Operations Eastern

**SALARY** : R362 130 per annum, (OSD)  
**CENTRE** : Midmar Dam  
**REQUIREMENTS** : Appropriate Trade Test Certificate. Five (5) years post-qualification experience as an Artisan. The disclosure of a valid unexpired driver's license. Technical analysis knowledge. Computer aided applications. knowledge of legal compliance, technical report writing, production, process knowledge and skills. Good written and verbal communication skills. Computer skills, analytical skills, creativity, self-management, planning and organising. Conflict management. Problem solving analysis. Customer focus and responsiveness.

**DUTIES** : Supervise the design and production of technical services. supervise the maintenance of technical services, human capital resources management, perform administrative and related functions.

**ENQUIRIES** : Mr SB Mathonsi Tel No: (033) 239 1900  
**APPLICATIONS** : Midmar (Howick): Please email your application quoting the relevant reference number on the subject line to: [Recruitmidmar@dws.gov.za](mailto:Recruitmidmar@dws.gov.za) or hand deliver to: R103 Prospect Road Midmar Dam or post to: Department of Water and Sanitation, Private BagX1652, Bergville, 3350.

**FOR ATTENTION** : Mr M Mncwabe

**POST 31/15** : **ENVIRONMENTAL OFFICER: PRODUCTION (GRADE A-C) WATER USE AUTHORISATION REF NO: 130924/11 (X4 POSTS)**  
Branch: Provincial Operations: Free State: Proto CMA

**SALARY** : R325 917 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A National Diploma in Environmental Management or Natural Science in any one of the following fields: Agriculture, Agricultural, Forestry, Resource economics, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilization, Water Resource Engineering and or Geohydrology. The disclosure of a valid unexpired driver's license. Two (2) years appropriate/recognizable experience in an area after obtaining the relevant qualification will be an added advantage. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector including relevant legislation (NWA, CARA and NEMA, MPRDA) together with

		the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.
<b><u>DUTIES</u></b>	:	Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Request scientific inputs within the Department using the specified templates. Access and evaluate Hydrological and Environmental information regarding license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998 regarding the water use sector. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft license conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. VS Dywili Tel No: (051) 405 9000
	:	Free State(Bloemfontein): Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:EnvironFS@dws.gov.za">EnvironFS@dws.gov.za</a> or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor or post to Private Bag 528, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Ms Z Gwetyana
<b><u>POST 31/16</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A-C (ELECTRICAL) REF NO: 130924/12</u></b> Branch: Infrastructure Management: Eastern Operations (WRIOM) Dir: Operations Eastern
<b><u>SALARY</u></b>	:	R230 898 - R386 775 per annum, (OSD), (Offer will be based on proven years of experience)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Midmar Dam
	:	Appropriate Trade Test Certificate. The disclosure of a valid unexpired driver's license. Technical analysis knowledge, computer aided technical applications, knowledge of legal compliance, technical report writing, production, process knowledge and skills. Good written and verbal communication skills, Computer skills, analytical skills, creativity, decision making, self-management, planning and organising, conflict management, problem solving analysis. Customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Render design and production of technical services. Rendering of technical services maintenance and. Perform administrative and related functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr SB Mathonsi Tel No: (033) 239 1900
	:	Midmar (Howick): Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:Recruitmidmar@dws.gov.za">Recruitmidmar@dws.gov.za</a> or hand deliver to: R103 Prospect Road Midmar Dam or post to: Department of Water and Sanitation, Private BagX1652, Bergville, 3350.
<b><u>FOR ATTENTION</u></b>	:	Mr M Mncwabe

**PROVINCIAL ADMINISTRATION: EASTERN CAPE**  
**DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM**  
*DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and / or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za); do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours:( 08:00-16:30 Mon-Thurs and 08:00-16:00 Fri).Application: Applications must be submitted using only the e-recruitment system available at: <https://ecprov.gov.za> and/or at: <https://erecruitment.ecotp.gov.za> and/or [www.ecprov.gov.za](http://www.ecprov.gov.za) (under careers). The system closes at 23:59 on the closing date and is available 24/7. To report any challenges pertaining e-Recruitment system, send an email with your ID Number, your profile e-Mail Address and details of the issue to: [Simphiwe.Mgudlwa@ectransport.gov.za](mailto:Simphiwe.Mgudlwa@ectransport.gov.za); do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivery / No faxed / No Posted applications will be allowed.
- CLOSING DATE** : 13 September 2024. No late applications will be accepted
- NOTE** : Applications must be submitted on a duly completed new Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Recruiting Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained Pre-entry Certificate (Nyukela) as offered by National School of Government (NSG) for entry into the SMS posts and the full details can be sources by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. This The pre-entry certificate should be submitted prior to appointment. Successful candidates will be appointed on a probation period of 12 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## OTHER POSTS

<b><u>POST 31/17</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/06</u></b>
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B Degree NQF Level 7 in Public Administration and Political science. 3-5 years relevant supervisory experience. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide administrative services to the office of the MEC Manage financial support services Develop, implement and maintain administrative systems and procedures in the office of the MEC Manage the registry of the office of the executive authority Perform and manage administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909, For e-Recruitment Enquiries: <a href="mailto:olwethu.desi@dedea.gov.za">olwethu.desi@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Coloured, Indian, White Females
<b><u>POST 31/18</u></b>	:	<b><u>REGISTRY CLERK: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/14</u></b>
<b><u>SALARY</u></b>	:	R216 417- R254 928 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF L4 and / or relevant qualification Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Maintenance of departmental records in HR registry Control and monitor movement of files Assist in archiving and disposal process Perform administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909. For e-Recruitment Enquiries: <a href="mailto:olwethu.desi@dedea.gov.za">olwethu.desi@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target Coloured, Indian, White Males
<b><u>POST 31/19</u></b>	:	<b><u>DRIVER/MESSENGER: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/15</u></b>
<b><u>SALARY</u></b>	:	R183 279 - R215 892 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Gr 12 / NQF level 4. 1-2 years relevant experience. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide effective and efficient driver services. Provide effective and efficient driver services. Ensure routine Maintenance of Vehicles. Perform and manage administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909.For e-Recruitment Enquiries: <a href="mailto:olwethu.desi@dedea.gov.za">olwethu.desi@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Coloured, Indian, White Males
<b><u>POST 31/20</u></b>	:	<b><u>FOOD SERVICE AID: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/16</u></b>
<b><u>SALARY</u></b>	:	R155 148- R182 757 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	NQF level 1 or 2 (Abet level 2 certificate or equivalent).
<b><u>DUTIES</u></b>	:	Clean kitchen utensils and equipment. Provision of catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintenance of quality control measures of all food provided
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 078 801 5909. For e-Recruitment Enquiries: <a href="mailto:olwethu.desi@dedea.gov.za">olwethu.desi@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Coloured, Indian, White Females

## DEPARTMENT OF EDUCATION

<b><u>APPLICATIONS</u></b>	:	Must be submitted only via the provincial e-Recruitment system available at: <a href="https://ecprov.gov.za">https://ecprov.gov.za</a> and/or at <a href="https://erecruitment.ecotp.gov.za">https://erecruitment.ecotp.gov.za</a> . The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: <a href="mailto:vukile.tokwe@ecdoe.gov.za">vukile.tokwe@ecdoe.gov.za</a> / <a href="mailto:anele.rululu@ecdoe.gov.za">anele.rululu@ecdoe.gov.za</a> ; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered / No Faxed / No Posted applications will be accepted.
<b><u>CLOSING DATE</u></b>	:	13 September 2024. no late applications will be accepted
<b><u>NOTE</u></b>	:	Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the

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

**INTERNSHIP PROGRAMES 2024/25 – 2025/26 – UNEMPLOYED GRADUATES (24 MONTHS)**

**NOTE** : The Eastern Cape Department of Education provides an opportunity for unemployed graduates to gain the necessary application skills, as well as “hands on work” experience in their respective disciplines or fields/ areas of specialization for Two (2) years/ twenty-four (24) Internship (Targeting unemployed youth who possess a full qualification). The Interns will be placed in schools, all 12 district offices, circuit offices and at the head office. The department invites individuals who have successfully completed a tertiary qualification in the following disciplines or fields to apply. Preference will be given to people with disabilities first, hence are encouraged to apply and disclose the nature of their disability. In your application letter, please indicate the source of media from which you have heard or seen the post on. When the applicant has not been notified of the results within two (2) months or sixty (60) days from the closing date, the applicant should regard his/ her application as unsuccessful. The Department reserves the right not to continue with the interviews and appointments if the Department feels no suitable candidates could be found. Canvassing of Employees and/or Management is not permissible, and proof thereof will result in disqualification. The incumbent will be required to sign an internship contract, and performance/ work plan agreement. Participants who have previously benefitted from the Programme will be disqualified.

**OTHER POSTS**

**POST 31/21** : **ADMIN ASSISTANT/FINANCE CLERK/ IT CLERK REF NO: DOE-IP01/08/2024 (X12 POSTS)**

**STIPEND CENTRE** : R7 450.62 per month  
 : Alfred Nzo West (X1 Post)  
 : Alfred Nzo East (X1 Post)

		OR Tambo Coastal (X1 Post)
		OR Tambo Coastal (X1 Post)
		OR Tambo Inland (X1 Post)
		Chris Hani East (X1 Post)
		Chris Hani West (X1 Post)
		Amatole East (X1 Post)
		Amatole West (X1 Post)
		Joe Gqabi (X1 Post)
		Sarah Baartman (X1 Post)
		Nelson Mandela Bay (X1 Post)
		Buffalo City Metro (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma: Public Management/ Administration, Financial Management, IT
<b><u>ENQUIRIES</u></b>	:	Mr. N Matika Tel No: (040) 608 4200
<b><u>POST 31/22</u></b>	:	<b><u>ADMIN ASSISTANT: EMPLOYEE RELATIONS &amp; LABOUR REF NO: DOE-IP02/08/2024 (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.62 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo East
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in human resources management or Labour Relations Management or Labour Law or equivalent qualification
<b><u>ENQUIRIES</u></b>	:	Mr. N Matika Tel No: (040) 608 4200
<b><u>POST 31/23</u></b>	:	<b><u>DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP03/08/2024 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.62 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo East
<b><u>REQUIREMENTS</u></b>	:	Human Resource Management/Management of Training/ Industrial Psychology/ Occupational Health & Safety
<b><u>ENQUIRIES</u></b>	:	Mr. N Matika Tel No: (040) 608 4200
<b><u>POST 31/24</u></b>	:	<b><u>DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP04/08/2024 (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.62 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo East
<b><u>REQUIREMENTS</u></b>	:	Human Resource Management/ Management of Training/ Industrial Psychology
<b><u>ENQUIRIES</u></b>	:	Mr. N Matika Tel No: (040) 608 4200
<b><u>POST 31/25</u></b>	:	<b><u>DATA CAPTURE/ ADMIN ASSISTANT: HRA &amp; P REF NO: DOE-IP05/08/2024 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.62 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo East
<b><u>REQUIREMENTS</u></b>	:	Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
<b><u>ENQUIRIES</u></b>	:	Mr. N Matika Tel No: (040) 608 4200
<b><u>POST 31/26</u></b>	:	<b><u>DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP06/08/2024 (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.62 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo East
<b><u>REQUIREMENTS</u></b>	:	ND: Financial Management, BCom Accounting / Economics Cost & Management Accounting
<b><u>ENQUIRIES</u></b>	:	Mr. N Matika Tel No: (040) 608 4200
<b><u>POST 31/27</u></b>	:	<b><u>DATA CAPTURE/ ADMIN ASSISTANTS: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP07/08/2024 (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	R7 450.62 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo East
<b><u>REQUIREMENTS</u></b>	:	Supply Chain Management/ Logistics & Transport Economics/ Demand Management
<b><u>ENQUIRIES</u></b>	:	Mr. N Matika Tel No: (040) 608 4200

**POST 31/28** : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP08/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/29** : **CIRCUIT ASSISTANT/ AUDIT CHAMPS/ ADMINISTRATORS: CMC REF NO: DOE-IP09/08/2024 (X14 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting, Degree/ Diploma: Public Management/ Administration, Financial Management, IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/30** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP11/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/31** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP12/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/32** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP13/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/33** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP14/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/34** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP15/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/35** : **DATA CAPTURE/ ADMIN ASSISTANTS: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP16/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/36** : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANTS: IT REF NO: DOE-IP17/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/37** : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP18/08/2024 (X27 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit, Cost Management Accounting, Degree/ Diploma: Public Management/ Administration, Financial Management, IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/38** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP19/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/39** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP20/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Human Resource Management/ Management of Training Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/40** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP21/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/41** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP22/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/42** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP23/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/43** : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP24/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200



**POST 31/44** : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP25/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/45** : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP26/08/2024 (X25 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting, Degree/ Diploma: Public Management/ Administration/ Financial Management/ IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/46** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP27/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/47** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP28/08/2024 (X3 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/48** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP29/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST 31/49** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP30/08/2024 (X3 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/50** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP31/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/51** : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP32/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/52** : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP33/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/53** : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP34/08/2024 (X19 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting/Degree/ Diploma: Public Management/ Administration/ Financial Management, IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/54** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP35/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Bachelor's degree in human resources management or Labour Relations Management or Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/55** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP36/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/56** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP37/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/57** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP38/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/58** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP39/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting/ Economics Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/59** : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE IP40/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/60** : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP41/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/61** : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP42/08/2024 (X34 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting, Degree/Diploma: Public Management/ Administration/ Financial Management/ IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/62** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP43/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Bachelor's degree in human resources management or Labour Relations Management or Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/63** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP44/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/64** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP45/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/65** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP46/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/66** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP47/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/67** : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP48/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/68** : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP49/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/69** : **CIRCUIT ASSISTANT/ AUDIT CHAMPS/ ADMINISTRATOR: CMC REF NO: DOE-IP50/08/2024 (X12 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit, Cost Management Accounting, Degree/ Diploma: Public Management/ Administration, Financial Management, IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/70** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP51/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/71** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP52/08/2024 (X3 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/72** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP53/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/73** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP45/08/2024 (X3 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/74** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP55/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/75** : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP56/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/76** : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP57/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/77** : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE IP58/08/2024 (X20 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting/Degree/ Diploma: Public Management/ Administration/ Financial Management/ IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/78** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP59/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management / Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/79** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP60/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/80** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP61/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/81** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP62/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/82** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP63/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : ND: Financial Management/ BCom Accounting/ Economics/ Cost and Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/83** : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP64/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/84** : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP65/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/85** : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP66/08/2024 (X26 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting/Degree/ Diploma: Public Management/ Administration/ Financial Management/ IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/86** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP67/08/2024 (X3 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Nelson Mandela Bay  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/87** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP68/08/2024 (X6 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Nelson Mandela Bay  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/88** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP69/08/2024 (X3 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Nelson Mandela Bay  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/89** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP69/08/2024 (X6 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Nelson Mandela Bay  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/90** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP70/08/2024 (X6 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Nelson Mandela Bay  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost and Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/91** : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP71/08/2024 (X5 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Nelson Mandela Bay  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/92** : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP72/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Nelson Mandela Bay  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/93** : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP73/08/2024 (X30 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Nelson Mandela Bay  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost and Management Accounting/ Degree/ Diploma: Public: Management/ Administration/ Financial Management, IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/94** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP74/08/2024 (X3 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Coastal  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/95** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP75/08/2024 (X5 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Coastal  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/96** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP76/08/2024 (X3 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Coastal  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/97** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP77/08/2024 (X6 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Coastal  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/98** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP78/08/2024 (X5 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Coastal  
**REQUIREMENTS** : ND: Financial Management/ BCom Accounting / Economics/ Cost and Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/99** : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP79/08/2024 (X5 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Coastal  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRI** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/100** : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP80/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Coastal  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/101** : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP81/08/2024 (X40 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Coastal  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost and Management Accounting/Degree/ Diploma: Public Management/ Administration/Financial Management/ IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/102** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP82/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/103** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP83/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/104** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP84/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/105** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP85/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/106** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP86/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost and Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/107** : **DATA CAPTURE/ ADMIN ASSISTANTS: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP87/08/2024 (X4 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200



**POST 31/108** : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP88/08/2024 (X2 POSTS)**

**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/109** : **CIRCUIT ASSISTANT/ AUDIT CHAMPS/ ADMINISTRATORS: CMC REF NO: DOE-IP89/08/2024 (X35 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost and Management Accounting/ Degree/ Diploma: Public Management/ Administration/Financial Management/ IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/110** : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP90/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Bachelor's degree in Human Resources management/ Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/111** : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP91/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/112** : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP92/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/113** : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP93/08/2024 (X2 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/114** : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP94/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost and Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/115** : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP95/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/116** : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP96/08/2024 (X1 POST)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/117** : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP97/08/2024 (X16 POSTS)**

**STIPEND** : R7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit, Cost Management Accounting, Degree/ Diploma: Public Management/ Administration/ Financial Management, IT  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

#### **WORK INTEGRATED LEARNING PROGRAMME 2024/25 – 2025/26**

**NOTE** : The Eastern Cape Department of Education provides an opportunity for students to enter a Work Integrated Learning (WIL) Programme. This programme will enable them to gain the necessary application skills and “hands-on work” experience in their respective disciplines or fields/areas of specialisation for a period ranging from a minimum of 3 months to a maximum of 18 months, to complete their qualifications from a registered Public Institution. The students will be placed in the 12 district offices and at the Head Office. The department invites students who must undergo workplace-based experience to qualify for a degree or diploma in the following disciplines or fields to apply (X120 posts). Preference will be given to people with disabilities first, hence are encouraged to apply and disclose the nature of their disability. In your application letter, please indicate the source of media from which you have heard or seen the post on. When the applicant has not been notified of the results within two (2) months or sixty (60) days from the closing date, the applicant should regard his/ her application as unsuccessful. The Department reserves the right not to continue with the interviews and appointments if the Department feels no suitable candidates could be found. Canvassing of Employees and/or Management is not permissible, and proof thereof will result in disqualification. The incumbent will be required to sign an internship contract, and performance/ work plan agreement. Participants who have previously benefitted from the Programme will be disqualified.

#### **OTHER POSTS**

**POST 31/118** : **DATA CAPTURE/ ADMIN ASSISTANT: EMIS REF NO: (X12 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo West (X1 Post)  
Alfred Nzo East (X1 Post)  
OR Tambo Coastal (X1 Post)  
OR Tambo Coastal (X1 Post)  
OR Tambo Inland (X1 Post)  
Chris Hani East (X1 Post)  
Chris Hani West (X1 Post)  
Amatole East (X1 Post)  
Amatole West (X1 Post)  
Joe Gqabi (X1 Post)  
Sarah Baartman (X1 Post)  
Nelson Mandela Bay (X1 Post)  
Buffalo City Metro (X1 Post)  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/119** : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL99/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/120** : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL100/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/121** : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL101/08/2024 (X2 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/122** : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL102/08/2024 (X4 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/123** : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL103/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/124** : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL104/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/125** : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL105/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/126** : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL106/08/2024 (X2 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/127** : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL107/08/2024 (X4 POSTS)**

**STIPEND** : R5 004.00 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/128** : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL108/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/129** : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL109/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/130** : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL110/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/131** : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL111/08/2024 (X2 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/132** : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL112/08/2024 (X4 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/133** : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL113/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/134** : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL114/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/135** : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL115/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/136** : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL116/08/2024 (X2 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/137** : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL117/08/2024 (X4 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/138** : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL118/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/139** : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL119/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/140** : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL120/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/141** : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL121/08/2024 (X2 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/142** : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL122/08/2024 (X4 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/143** : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL123/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/144** : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL124/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/145** : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL125/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/146** : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL126/08/2024 (X2 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/147** : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL127/08/2024 (X4 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/148** : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL128/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/149** : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NUO: DOE-WIL129/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/150** : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL130/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/151** : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL131/08/2024 (X2 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/152** : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL132/08/2024 (X4 POSTS)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/153** : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL133/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/154** : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL134/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**POST 31/155** : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL135/08/2024 (X1 POST)**

**STIPEND** : R5 004 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

- POST 31/156** : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL136/08/2024 (X2 POSTS)**
- STIPEND** : R5 004 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200
- POST 31/157** : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL137/08/2024 (X4 POSTS)**
- STIPEND** : R5 004 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200
- POST 31/158** : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL138/08/2024 (X1 POST)**
- STIPEND** : R5 004 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200
- POST 31/159** : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL139/08/2024 (X1 POST)**
- STIPEND** : R5 004 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200
- POST 31/160** : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL140/08/2024 (X1 POST)**
- STIPEND** : R5 004 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200
- POST 31/161** : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL141/08/2024 (X2 POSTS)**
- STIPEND** : R5 004 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200
- POST 31/162** : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL142/08/2024 (X4 POSTS)**
- STIPEND** : R5 004 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200
- POST 31/163** : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL143/08/2024 (X1 POST)**
- STIPEND** : R5 004 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: (040) 608 4200

**OFFICE OF THE PREMIER**

- APPLICATIONS** : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://e-recruitment.ecotp.gov.za> OR To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: [e-recruitment-bhisho@safetyec.gov.za](mailto:e-recruitment-bhisho@safetyec.gov.za) (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue.

Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).

**CLOSING DATE**

: 13 September 2024

**NOTE**

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

**MANAGEMENT ECHELON**

**POST 31/164**

: **DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP 01/08/2024**

**SALARY**

: R1 216 824 - R1 433 355.per annum (Level 13), all-inclusive package

**CENTRE**

: Bhishe

**REQUIREMENTS**

: Matric with an NQF level 7 degree (B/Tech/ Degree/ Advanced Diploma) as recognised by SAQA in Public Administration, Public Management, Social Sciences. Minimum 5 years' experience at a middle management level in Intergovernmental Relations/Coordination of Government Programmes & Stakeholders. Experience in supporting Executive Leadership will be an added advantage. Knowledge of relevant legislation, policies, and prescripts that govern the public sector, constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act and White Paper on Local Government. Key Competencies: Applied Strategic Thinking, Administration, Problem Solving, Communication, Client Orientation, Project Management, Financial Management, Team Leadership, Coordination and Facilitation of Intergovernmental Relations, planning cycles of all spheres of government, political dynamics, and awareness. A valid driver's license, Senior Management (SMS) Pre – Entry certificate is compulsory.

**DUTIES**

: Develop and drive capacitation and alignment programmes in local government in conjunction with the COGTA that promote co-operative governance. Provide strategic support to enhance co-operative governance through IGR tools and processes. Provide support to the DG and Premier on PIF and, National and Provincial clusters and FOSAD. Facilitate inter-departmental cooperation through Provincial Management and the combined technical cluster. Facilitate inter-governmental cooperation through combined technical fora. Facilitate and coordinate inter-sphere government programmes. Coordinate the Premiers Intergovernmental Forum (PIF) on quarterly basis in compliance with the IGR Framework Act of 2005. Direct the development, implementation and review of the Intergovernmental Relations Strategy, policies and programmes. Manage



agenda setting of the provincial intergovernmental fora. Manage IGR systematic coordination. Coordinate structural linkages and relations between IGR structures and other systems. Coordinate the implementation of provincial outreach and District Development Programme. Provide intergovernmental support in the implementation of the provincial prioritized programmes. Coordinate rapid response through relevant provincial intergovernmental fora. Coordinate support to intergovernmental planning and budgeting through IGR platforms. Coordinate intergovernmental support to implementation, monitoring, reporting and evaluation of government programmes. Participate in the departmental multi-disciplinary project teams. Manage area of responsibility: Coordinate development and reviews of the Directorate's annual performance planning, budgeting, cash flows and demand plans. Ensure development of performance agreements and performance appraisals. Manage development of Directorate's risk management plan, implementation, and reviews. Develop procurement plans and ensure compliance with Supply Chain Management Prescripts. Ensure management of assets in line with departmental regulations, Timeous responses to audit and legislature enquiries. Ensure that vacancies are filled in line with HR policies. Ensure all personnel in the Directorate have tools of trade.

**ENQUIRIES** : Ms. N. Mafu at 082 562 2347, For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 31/165** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: OTP 02/08/2024**

**SALARY** : R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive package  
**CENTRE** : Bhishe

**REQUIREMENTS** : Matric with an NQF Level 7 recognised by SAQA, Social Science / Public Administration or any relevant qualifications. Minimum 5 years' experience at Deputy Director Level in the Coordination/Development Planning/ Policy Development/ Research Environment. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Experience in supporting Executive Leadership will be an added advantage. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

**DUTIES** : Manage the provision of administrative and secretariat support services to the Economic, Social and Governance and Administration Clusters and the provincial management forum: Provide secretarial support services to the Clusters. Convene the monthly and special meetings of the Clusters. Oversee the compilation of agendas and document packs for the meetings and distribution to the relevant Heads of Department and MEC's. Oversee the recording of minutes and resolutions of the clusters. Oversee the compilation of a decision matrix for each of the meetings and distribution to the Heads of Institutions. Manage the provision of administrative and secretariat support services to EXCO and Cabinet Committees: Manage the storage of Executive Council resolutions and documentation in a secure and orderly manner. Monitor the implementation of Executive Council resolutions. Ensure the secure storage of Executive Council memoranda and resolutions. Ensure compliance with the Cabinet Handbook requirements. Analyse and contextualise decisions of the Executive Council, its structures and Technical Clusters, including Lekgotla. Prepare periodic reports on the implementation of Executive Council decisions. Coordinate the provision of secretariat services to Cabinet strategic retreats. Develop and maintain the Cabinet Planning Framework. Ensure coordination parliamentary work and support the leader of government business: Provide support to the Leader of Government Business. Ensure development of annual integrated Government Programme. Oversee the management of parliamentary questions and responses thereto. Coordinate OTP submissions to the Portfolio Committee and other oversight bodies. Monitor implementation of recommendations by the Legislature Committees. Coordinate Parliament and Legislature programmes pertaining to the Provincial Departments. Manage area of responsibility: Review Executive Support (EXCO and Cabinet) performance and make recommendations to improve the efficiency and effectiveness. Report on Executive Support information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Executive Support. Facilitate the flow of information between Cabinet committees and EXCO. Facilitate the flow of information between clusters to Cabinet Committees. Ensure that performance agreements and development plans are developed and implemented for

subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Manage the allocated resources of the directorate in line with Legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Ms. N. Mafu at 082 562 2347, For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 31/166** : **DIRECTOR: INFRASTRUCTURE AND BUDGET SUPPORT REF NO: OTP 03/08/2024**

**SALARY** : R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive package

**CENTRE** : Bhisho

**REQUIREMENTS** : Matric with an NQF level 7 (B-Degree) in Public Administration /Management or Development Studies or any relevant degree Sciences, (Social or Natural), / Humanities/ Built Environment/Economics. Minimum 5 years' experience in Middle Management Services in Coordination. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory (submitted prior to appointment). A qualification and / or experience in monitoring, experience in infrastructure sector and /or project management will be added advantages. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

**DUTIES** : Manage and Monitor the Implementation of the Provincial Strategic Projects. Collection of Project Information and Project plans for the targeted strategic projects and ensure that the Strategic Project Profiles are standardized. Formalisation of project partnerships and Resource mobilisation. Strengthening and validation of project governance structures. Assess the effectiveness of governance structures to ensure that the relevant role players from OTP are included, for project monitoring and support. Driving pipeline for the next MTEF period, to ensure business continuity of Strategic Infrastructure Projects (SIPs). Facilitate profiling and pronouncement of these SIPs projects, such that they are project ready for funding through (BFI/ national Treasury/ ISA/ DBSA/ Debt Instruments). Facilitation and monitoring of interventions to unblock bottlenecks identified in strategic infrastructure projects, through various government interventions and social facilitation initiatives. Coordinate and support Provincial Infrastructure Governance and Oversight Structures. Monitor expenditure on priority projects. Conduct a situational analysis on spending trends of conditional grants on economic infrastructure projects. Assess the investment made for the term to date on economic infrastructure. Develop quarterly reports on the analysis trends of economic infrastructure. Share the report on decision making platforms. Manage and coordinates reports on Economic Infrastructure Delivery Trends. Conduct a situational analysis of the state of economic infrastructure in the province. Develop monitoring and reporting plan for economic infrastructure delivery across all sectors of the province. Develop quarterly reports of infrastructure delivery trends. Conduct verifications on infrastructure projects. Share the quarterly analysis report at different platforms of decision making including the infrastructure forum. Manage the allocated resources of the directorate in line with Legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Ms. N. Mafu at 082 562 2347, For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

#### **OTHER POSTS**

**POST 31/167** : **DEPUTY DIRECTOR: PERFORMANCE MONITORING & EVALUATION REF NO: OTP 04/08/2024 (X3 POSTS)**  
(ED Cluster, Social Transformation Cluster & G&A Cluster)

**SALARY** : R849 702 - R1 000 908 per annum (Level 11), all-inclusive package

**CENTRE** : Bhisho

**REQUIREMENTS** : Matric with an NQF Level 6/7 qualification as recognised by SAQA (National Diploma/ BTech or Degree) in Public Management / Public Administration/ Business Management / Development Studies/ Economics / Developmental Economics. Membership to SAMEA and/or an additional qualification in Monitoring and Evaluation will be an added advantage. Minimum of three (3)

		years' experience at Assistant Director level in Monitoring and Evaluation. Report writing skills, experience in monitoring and evaluation research methodologies and strategic planning. Excellent communication, analytical and report writing skills. Teamwork orientation. Good inter and intrapersonal skills. Computer literacy, with good knowledge of MS Office. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide support in the review of Provincial wide M&E Framework and Implementation Plan. Facilitate M&E Framework workshops and provide support to government institutions. Monitor and analyse progress on the implementation of Government Programmes. Monitor the implementation of the Framework to ensure the attainment of the service delivery objectives. Coordinate performance monitoring and reporting on POA and Quarterly Performance Reporting of the departments. Provide regular reports through the cluster system. Provide feedback to provincial departments on their performance. Efficiently communicate with internal and external stakeholders and advise on technical and procedural matters regarding performance monitoring and reporting guidelines for clusters to ensure compliance. Manage the effective use of performance information monitoring tools and processes to guide and advise management in respect of utilisation. Manage the allocated resources of the directorate in line with Legislative and Departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 31/168</u></b>	:	<b><u>DEPUTY DIRECTOR: E-GOVERNANCE REF NO: OTP 05/08/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive package
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, NQF Level 6/7 as recognised by SAQA (National Diploma/BTech or Degree) in Computer Science, Information Systems, Software Development, ICT, Business Process Reengineering or any related qualification. A Minimum of three (3) years' appropriate experience as an Assistant Director in the area on Business Analysis, Systems Support and Software Development in ICT environment. Competencies/ skills: Knowledge of C#, Microsoft SQL, Microsoft Visio, Microsoft Azure, Microsoft SharePoint Online, Advance knowledge of Microsoft Excel, Project Management principles, SDLC Methodologies, Data Analysis, Communication Skills, Excellent Logical and Analytical Skills, Quality Assurance. Certificate in COBIT, ITIL, Business Processes or ICT Governance. Understanding of SDLC, DevOps, Business Process Mapping. Knowledge of Public Financial Management Systems. A valid driver's license.
<b><u>DUTIES</u></b>	:	Plan, Design and implement technology solutions that meet business requirements through creating value and optimize resource utilization. Ensure that proper feasibility studies and identifying of changing trends are conducted prior the procurement of new technology or upgrade to assess the best cost-effective solution; Develop Business Case that defines the scope, cost and time and documents the benefits and the o related financial value that the project will deliver; Analyze and map business processes applying Government Wide Enterprise Architecture principles to maximize technology investments. Assess and verifies data integrity and security requirements of new and existing technology and recommend corrective action if required; Conduct change management to ensure smooth transition and adaptation to new technology; Manage and coordinate projects and activities to ensure that output is delivered within time, budget and set quality standards. Manage the allocated resources of the directorate in line with Legislative and Departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 31/169</u></b>	:	<b><u>DEPUTY DIRECTOR: ICT GOVERNANCE REF NO: OTP 06/08/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive package
<b><u>CENTRE</u></b>	:	Bhisho)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, an NQF level 6/7 qualification (National Diploma /BTech/Degree) in ICT (Informatics or Computer Science) or related field as recognized by SAQA with a minimum of three (3) years' experience as an Assistant Director in ICT Governance. Knowledge of IT Risk management, ICT Governance Frameworks, and practices, CoBIT, ITIL and ISO standards. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement ICT policies, strategies, plans and practices in the province: Develop ICT policy guidelines, standards and implement best

practices, such as ITIL, CoBIT, etc. Continuously evaluate the understanding and adherence to governance standards. Coordinate the review and implementation of disaster management/business continuity plans. Review ICT policies and standard operating procedures (SOPs) covering the full range of ICT activities on an ongoing basis. Facilitate the reporting to internal and external stakeholders according to functional and stakeholder needs. Monitor compliance with established frameworks, directives, guidelines, and prescripts: Manage the facilitation and implementation of awareness campaigns on ICT Governance related frameworks, guidelines, and prescripts. Coordinate the identification and provision of ICT training requirements (e.g., on disaster management/business continuity plans, etc.). Monitor the adherence and compliance to ICT policies and procedures. Facilitate the identification of ICT related risks and development and management of an ICT Risk Register. Report non-compliance and make recommendations on mitigating strategies to relevant structures (e.g., PGITOC, G & A Cluster and Departmental HODs). Manage the development of Provincial Digital Transformation Strategy and its cascading: Manage and monitor the gathering of Business Analysis and Business User needs. Manage the Business Process Mapping requirements. Manage the drafting of requirements documentation for the development and implementation of ICT systems. Manage the analysis of information gathered from multiple sources, reconcile, and package for strategic decision making.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/170** : **DEPUTY DIRECTOR: ICT OPERATIONS /USER SUPPORT REF NO: OTP 07/08/2024**  
Component: Departmental ICT

**SALARY CENTRE REQUIREMENTS** : R849 702 - R1 000 908 per annum (Level 11), all-inclusive package  
Bhisho  
Matric with an NQF level 6/7 National Diploma/Degree as recognised by SAQA in ICT-related field. Minimum of three (3) years' experience as Assistant Director in the field ICT Service Desk Management. Industry certifications: Microsoft Certified: Microsoft 365 Fundamentals, Azure Fundamentals, and Security, Compliance, and Identity Fundamentals certifications will be an added advantage. A valid driver's licence. Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Skills: Public Service Budgeting and Financial Management; Communication and Information Management; Client Focus and Responsiveness; Managing Interpersonal Relations and Resolving Problems; Planning and Organising; ICT Service Management and/or ICT Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Expert digital literacy skills in the Microsoft 365 Fundamentals, Azure Fundamentals, and Microsoft Security, Compliance, and Identity Fundamentals. Ability to work long hours. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

**DUTIES** : Implement and maintain ICT service agreements – align it-enabled services and service levels with departmental needs and expectations: Analyse business requirements and the way in which IT-enabled services and service levels support business processes. Collaborative with business on potential services and service levels comparing them with the current service portfolio to identify new or changed services or service level options. Define and maintain one or more service catalogues for relevant target groups. Publish and maintain live IT-enabled services in the service catalogues. Define and prepare service agreements based on the options in the service catalogues. Include internal operational agreements. Monitor service levels, report on achievements and identify trends. Provide the appropriate management information to aid performance management. Conduct periodic reviews of the service agreements and revise when needed. Implement and maintain ICT suppliers – manage it-related services provided by all types of suppliers: Expertly utilise the SITA Transversal and non-transversal contracts and their applications in different procurement scenarios. Optimise requirements with input from SITA accredited suppliers. Formalise and manage the supplier relationship for each supplier. Manage, maintain and monitor contracts and service delivery. Ensure that new or changed contracts conform to government standards and legal and regulatory requirements. Collaborate with the Contracts and Legal units on contractual disputes. Identify and manage risk relating to suppliers' ability to continually provide secure, efficient and effective service delivery. Periodically review the overall performance of suppliers, compliance to contract requirements, and value for money, and address identified issues. Implement

and maintain an ICT quality management system: Establish a quality management system (QMS). Focus quality management on customers – Manage the business needs and expectations for each business process, IT operational service and new solutions. Communicate customer requirements and expectations throughout the business and IT organization. Survey customer views on business process and service provisioning and IT solution delivery. Determine the impact on ICT standards and practices and ensure that customer expectations are met and actioned. Maintain their quality acceptance criteria. Capture quality acceptance criteria for inclusion in SLAs. Manage quality standards, practices and procedures and integrate quality management into key processes and solutions. Regularly review the continued relevance, efficiency and effectiveness of specific quality management processes. Monitor the achievement of quality objectives. Perform quality monitoring, control and reviews. Maintain continuous improvement. Implement and maintain ICT availability and capacity – balance current and future needs for availability, performance and capacity with cost-effective service provision: Assess availability, performance and capacity of services and resources to ensure that cost-justifiable capacity and performance are available to support business needs and deliver against SLAs. Create availability, performance and capacity baselines for future comparison. Identify important services to the enterprise, map services and resources to business processes, and identify business dependencies. Ensure that the impact of unavailable resources is fully agreed on and accepted by the customer. Ensure that, for vital business functions, the SLA availability requirements can be satisfied. Plan and prioritise availability, performance and capacity implications of changing business needs and service requirements. Monitor, measure, analyse, report and review availability, performance and capacity. Identify deviations from established baselines. Review trend analysis reports identifying any significant issues and variances, initiating actions where necessary, and ensuring that all outstanding issues are followed up. Address deviations by investigating and resolving identified availability, performance and capacity issues. Implement and maintain ICT operational process controls: Continually assess and monitor the execution of the ICT operational process activities and related controls, based on departmental risk, to ensure that the processing controls are aligned with departmental service delivery needs. Operate the execution of the ICT operational process activities and related controls, based on departmental risk, to ensure that information processing is valid, complete, accurate, timely, and secure (i.e., reflects legitimate and authorised business use). Manage the ICT operational roles, responsibilities, levels of authority and segregation of duties needed to support the ICT operational process objectives. Authorise access to any information assets related to ICT operational information processes, including those under the custody of the business, IT and third parties. Manage ICT operational process exceptions and errors and facilitate their correction. Include escalation of ICT operational process errors and exceptions and the execution of defined corrective actions. Secure information assets accessible by the business through approved methods, including information in electronic form (such as methods that create new assets in any form, portable media devices, user applications and storage devices), information in physical form (such as source documents or output reports) and information during transit. Manage the allocated resources of the directorate in line with Legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/171** : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION: ADMINISTRATION SERVICES REF NO: OTP 08/08/2024**

**SALARY** : R849 702 - R1 000 908 per annum (Level 11), all-inclusive package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, NQF level 6/7 qualification (National Diploma/BTech/Degree) in Project Management / Business Studies /Public Management/Public Administration/ Developmental studies as recognized by SAQA with three (3) years' relevant experience at Assistant Director Level in relevant field. A valid driver's license with exception of persons with disabilities. Knowledge and Skills: Monitoring and evaluation. Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Presidency policies and procedures Information management. Performance management. Research. Report writing. Negotiation. Interpersonal relations. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. Driving Good verbal and written

communication skills. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

**DUTIES** : Ensure that administrative support is rendered to the Executive Authority in respect of the public entities. Ensure that the required administrative functions relating to public entities are performed. Assist the Executive Authority with matters emanating from the portfolio of public entities and official matters emanating from these entities. e.g. participation in national and international forums and structures. Coordinate the portfolio of public entities. Provide analysis of the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Manage the allocated resources.

**ENQUIRIES** : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/172** : **ASSISTANT DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP 09/08/2024 (X2 POSTS)**

**SALARY** : R444 036 – R532 602 (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, NQF Level 6/7 qualification (National Diploma or Degree) as recognised by SAQA in Public Administration/ Development Studies/ Social Science/ Economics/ Development Economics. Three (3) years' experience in the Strategy and Development Planning/ Monitoring/ Evaluation/ Policy Development environment at supervisory level (Level7/8). Knowledge of public service legislations, Planning Frameworks, Monitoring and Evaluation, National Development Plan, Eastern Cape Provincial Development Plan, Government Clusters, Provincial Medium Term Strategic Framework Government planning cycle & Programme of action (POA). A valid driver's licence.

**DUTIES** : Co-ordination of the integrated Provincial medium- and long-term Strategic Plans. Support the review of the Provincial Medium Term Strategic Framework and the Programme of Action informed by Sustainable Development Goals (SDGs), Africa Agenda 2063, National Development Plan (NDP), Medium Term Strategic Framework (MTSF), Mandate Paper, Provincial Development Plan (PDP), Provincial Medium Term Strategic Framework (P-MTSF), District Development Plans and Integrated Development Plan (IDPs) reviews. Collaborate with different spheres of government for the development of provincial and local plans, including the Provincial Medium Term Strategic Framework and the Programme of Action so as to promote alignment. Support the implementation of POA through the Cluster system. Support the coordination of planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Coordinate the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Ensure the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof to drive the implementation of the Infrastructure Plan. Support the development of Provincial Short term Strategic goals. Support the departments in the development of short term provincial strategic and sectoral plans i.e. 5year Strategic Plans and Annual Performance Plans (APPs) to ensure alignment to provincial priorities and conformance to planning frameworks. Assist in the analysis of the provincial plans and IDPs to ensure alignment with government priorities and sectoral plans. Support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Manage the allocated resources allocated in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/173** : **ASSISTANT DIRECTOR: OFFICE OF THE DDG REF NO: OTP 10/08/2024**  
Executive Support and Stakeholder

**SALARY** : R444 036 – R532 602 (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate with an NQF Level 6 / 7 qualification as recognised by SAQA (National Diploma /Degree) in Office Management / Public

Administration/Management. Minimum of three (3) years' experience as PA or Office Administrator at SL 7/8. A valid driver's license. Competencies and capabilities: Knowledge of Modern systems of governance; Legislative framework; Policies of government of the day (advanced. Knowledge of global regional and local political, economic and social affairs impacting on provincial government of the Eastern Cape; Leadership skills; Communication: verbal, written and presentation. Good Report writing, financial management, Project management. Analytical skills; Computer literacy; Planning and organising skills.

**DUTIES** : Support the Office of the DDG: Executive Support Stakeholder Management: Support the Deputy Director General administratively on the implementation of the Branch programmes. Coordinate programme reporting processes. Coordinate and support departmental meetings chaired by the Deputy Director-General. Provide support to ensure efficient and effective programme management within the Executive Support Stakeholder Management Branch Office. Support the Deputy Director General administratively on the implementation of programs. Support DDG on monitoring structures at provincial level: Compile and collate management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the DDG's Office in delivering effective operation of the departmental and provincial management structures. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same: Co-ordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Aid in the implementation of service delivery improvement programmes. Co-ordinate the Branch administrative & governance activities: - Provide support to the Administrative Support Staff in the Branch Sub-Programmes. Coordinate monthly activity and procurement plans of the Branch, including those of the Branch-Sub-Programmes. Provide administrative support to the Branch on Financial Resources Management.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/174** : **ASSISTANT DIRECTOR: HUMAN RESOURCE AND ADVISORY SERVICES**  
**REF NO: OTP 11/08/2024**

**SALARY** : R444 036 – R532 602 per annum (Level 09)  
**CENTRE** : Bhishe  
**REQUIREMENTS** : Matric, an NQF Level 6/7 qualification (National Diploma/ Bachelor's degree) as recognised by SAQA in Human Resource Management or equivalent field. Three (3) years' experience in the related area/ field at a supervisory level (SL7/8). In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Innovation and Knowledge Management, Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, Advanced knowledge of policy analysis, policy development and policy implementation and review processes. A valid driver's licence.

**DUTIES** : Provide support in the compilation of HRM status reports for consolidated reporting to provincial and other relevant structures: Assist in the coordination of all HRM status reports are received timeously. Support the consolidation and review of the Provincial HRM status reports to ensure the reports meets stipulated requirements e.g. alignment with MPAT. Support the monitoring of provincial departments to ensure compliance with MPAT. Assist in the preparation of presentations of the HRM status reports for tabling in provincial structures for noting and decision making. Assist in the provision of written technical feedback to individual departments on their HRM status reports with recommendations on corrective measures to be taken. Support the monitoring and implementation of the technical feedback recommendations. Support in ensuring that all provincial status report are consolidated and provided on requirement to national bodies e.g. DPSA. Support the development and implementation of training initiatives to promote HRM compliance monitoring amongst relevant stakeholders. Support the implementation of the HRM compliance and accountability framework: Support the development of customized reporting standards that support accountability on HRM standards. Ensure that the Compliance and Accountability Framework is aligned to the

DPSA HRM Compliance Framework. Ensure integrity of departmental reports through validation of portfolio of evidence as submitted by departments. Assist in the preparation of feedback to departments on their quarterly and annual performance. Support and validate the development and review of HRM delegations: Assist in the development of the Provincial Delegations Framework aligned to the National Delegations Framework. Assist in the development of HRM&D delegations in the provincial departments, review delegations to ensure alignment with Provincial Delegations Framework. Support the monitoring and implementation of HRM&D delegations and report on compliance. Assist in the provision of feedback to departments and follow up on implementation of corrective measures Manage the allocated resources allocated in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/175** : **ASSISTANT DIRECTOR: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 12/08/2024**

**SALARY** : R444 036 – R532 602 per annum (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Matric, NQF Level 6/7 qualification National Diploma/Degree as recognised by SAQA in Human Resource Development /Developmental Studies/Training and Development. Project Management certificate will be an added advantage. Three (3) years' functional experience in project co-ordination and management at supervisory experience at (Level 7/8). In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Innovation and Knowledge Management, Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, Advanced knowledge of policy analysis, policy development and policy implementation and review processes. Project management principles and methodologies e.g. Ms projects etc. Strong analytical skills. Project monitoring and evaluation. Communication skills (verbal and written). Conflict Management. Decision Making. Budgeting and Financial Management. Diversity Management. Planning and organizing. Risk Management. Change Management. Understanding of Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Youth development strategy & HRD Legislative Framework A valid driver's licence.

**DUTIES** : To support the facilitation and the development of the provincial skills development strategy and mobilise funding: Support the monitoring and the implementation of special skills development projects in provincial departments and provide feedback to provincial structures and other stakeholders. Assist in coordination of stakeholder engagements to monitor the implementation of the strategy and to share best practices e.g. Provincial Skills Development Forum (PSDF). Support the development of business case/proposal to source funding from potential funders including SETAS, National Skills Fund, and Sector Education and Training Authorities etc. informed by priority areas such as ocean economy, infrastructure in spatial planning. Support the implementation of the provincial skills development strategy: Support the contracting process with workplaces and institutions of learning for the placement of learners, interns, apprentices. Support the coordination and the implementation of learnerships, internships, apprenticeships, career exhibitions and other skills programme relating to youth public service employees. Support the monitoring and reporting on the implementation of learnerships, internships and apprenticeships. Assist in the facilitation and implementation of the provincial bursary interventions including Premiers scholarships, academic institutions and departmental based bursaries and overseas studies in identified priority skills development areas. Provide guidance, advice and support to the provincial youth, placement institutions, training institutions etc. Implement awareness and advocacy interventions that support the implementation of learnerships, internships and apprenticeships. Support the coordination and monitoring the placement of youth in workplaces to enable them to gain experiential learning: Support in the identification of workplaces for learner placements. Support facilitation of placements, workplaces and learner agreements in line with the contractual arrangements and the manage associated risks. Assist in the compilation of progress reports with regards to projects completion rate to funding agencies. Assist in the development and maintenance of a credible database of bursary beneficiaries, internship, learnership and apprenticeships in the province. Track and monitor progress of bursary beneficiaries, internship, learnership and apprenticeships. Manage the



allocated resources allocated in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Provide project/programme support in terms of planning project activities and deliverables. Track project budget and expenditure. Co-ordinate project/programme quality management. Assist in ensuring that best practice is implement in all projects/programmes. Manage resources in the sub-directorate.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/176** : **HUMAN RESOURCE PRACTITIONER: CONDITIONS OF SERVICE REF NO: OTP 13/08/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)  
: Bhisho  
: National Senior Certificate, NQF 6/7 Level (National Diploma) qualification certificate as recognized by SAQA in Human Resources Management/Public Administration/ Public Management and any Human resource related qualification. Successful completion of PERSAL Introduction Certificate (proof of certificate is compulsory and must be attached). 1-2 years relevant experience in Human Resource Management environment. Knowledge, understanding, interpretation, and application of legislation that governs the Public Service. Knowledge and understanding of the Public Service Act, 1994 as amended, Public Service Regulations 2016 as amended, Public Finance Management Act, 1999 as amended, Occupational Health and Safety Act, 1993, Basic Conditions of Employment Act, 1997. Understanding and interpretation of DPSA, National Treasury, Provincial Treasury, and Departmental prescripts, policies, and circulars applicable to Human Resources Management Knowledge of Human Resources Information Systems such as PERSAL (Personnel and Salary), E-Leave, and PMDS systems. Computer literacy, Interpersonal Relationships, Report writing, Communication (Verbal and written communication), Planning, and Organizing skills.

**DUTIES** : Administer Conditions of Service including Leave Management, PILIR, Government Employees Housing Scheme (GEHS) and Housing Allowance. Administer Government Employees' Medical Scheme and Assistance, Long service recognitions and awards, and Injury on duty. Administer the Exit Management for employees of the department including pension benefits and leave gratuity payments; Administer garnishee orders, resettlements, subsistence, travel and overtime claims. Administer any other employee-related service benefits, privileges, and allowances. Assist in the development, review, and implementation of the departmental HR policies in the Department.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/177** : **ICT NETWORK CONTROLLER REF NO: OTP 14/08/2024**  
Component: Departmental ICT  
Re-advertisement (those who applied before may need to re-apply)

**SALARY CENTRE REQUIREMENTS** : R308 154 - R362 994 per annum (Level 07)  
: Bhisho  
: National Senior Certificate, an NQF level 6/7 - National Diploma or Degree as recognised by SAQA in IT industry, 1-2 years of experience in maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). Advantageous Industry Certifications Microsoft Certified: Windows Server Hybrid Administrator Associate and/or Azure Administrator Associate and/or Azure Network Engineer Associate and/or Azure Stack Hub Operator Associate certification(s) or other relevant Microsoft Technical certification. These Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with any of these certifications, the preferred applicant will be required to pass one of the corresponding exams within a week of receiving an OTP-issued exam voucher and show proof of such before the preferred applicant can be considered suitable for a contract of employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

**DUTIES** : Administer windows server hybrid core infrastructure - Deploy and manage Active Directory Services in on-premises and cloud environments, manage windows servers and workloads in a hybrid environment, manage virtual machines and containers, implement, and manage an on-premises and hybrid networking infrastructure, manage storage and file services. Implement, manage, and monitor a Microsoft Azure environment - Manage Azure identities and governance, implement and manage storage, deploy, and manage Azure compute resources, configure and manage virtual networking, monitor and maintain Azure resources. Plan, implement, and manage azure networking solutions - Design and implement core networking infrastructure, design, implement, and manage connectivity services, design, and implement application delivery services, design and implement private access to Azure services, secure network connectivity to Azure resources. Configuring and operating a hybrid cloud with Microsoft azure stack hub - Plan and deploy Azure Stack Hub, provide Hub services, manage infrastructure. Configure & manage network resources - End-to-end LAN and WAN connectivity, and functions of FTP, TFTP, Telnet, Secure Shell (SSH), and Ping, Cisco router and switch models, and their interfaces. Ensure Cisco IOS CLI functions are used for interpreting and updating the basic Cisco IOS Software. Use Console Port and Terminal Program to manage configurations and perform software upgrade or downgrade using TFTP, FTP, XMODEM, tftpdnld, and USB Storage. Manage the physical network layer in terms of cabling and network termination points.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/178** : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: OTP 15/08/2024**

**SALARY** : R216 417 - R254 928 per annum (Level 05)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior certificate with no work experience, Experience in Records Management/Tertiary education will be an added advantage. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.

**DUTIES** : Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand Deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Conducting and inspection of all HR correspondence, Verification of folio numbers. Auditing of check list on personal files and leave files. Indexing of documents. Monitoring of compliance with auditor Generals check list and Verification of indexing and files.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/179** : **MESSENGER / DRIVER: EXECUTIVE SUPPORT TO THE PREMIER REF NO: OTP 16/08/2024**

**SALARY** : R183 279 – R215 892 per annum (Level 04)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Basic literacy and numeracy. A Valid driver's license. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load. Appropriate experience in transportation of employees, and goods. Inherent requirements of the job.

**DUTIES** : Render messenger services to the executive support to the premier: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering of documents and parcels. Provide Transportation Duties to The Executive Support to The Premier: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried within and without approved trip. Ensure vehicles are in good operating condition at all times. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

**POST 31/180** : **REGISTRY CLERK: EXECUTIVE SUPPORT TO THE PREMIER REF NO: OTP 17/08/2024)**

**SALARY CENTRE REQUIREMENTS** : R216 417 - R254 928 per annum (Level 05)  
: Bhishe

**REQUIREMENTS** : National Senior certificate with no work experience, Experience in Records Management/Tertiary education will be an added advantage. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.

**DUTIES** : Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand Deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of the amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Conducting and inspection of all HR correspondence, erification of folio numbers. Auditing of check list on personal files and leave files. Indexing of documents. Monitoring of compliance with auditor Generals check list and Verification of indexing and files.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : Applicants must strictly apply using only the provincial eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za), or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za) and not as specified, your

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

: Ms T. Nkonyile  
: 13 September 2024  
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained Pre-entry Certificate (Nyukela) as offered by National School of Government (NSG) for entry into the SMS posts and the full details can be sources by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. This pre-entry certificate should be submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

**ENQUIRIES**

: Theliswa Nkonyile at 083 8755 707/ Ms. O Mjali at 060 5808 917. E-Recruitment Enquiries: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za).

**MANAGEMENT ECHELON**

**POST 31/181**

: **DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE REF NO: PT 01/08/2024**  
(12 Months Contract)

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

: R1 216 824 per annum (Level 13), (all-inclusive)  
: OR Tambo  
: Three-year Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential and understanding of Municipal Financial Recovery Services in terms of Chapter 13 of the MFMA. Skills And Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Municipal Financial Recovery Services, Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk

Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management. Self-driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government prescripts.

**DUTIES**

: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at OR Tambo District Municipality with effective hands on support to the municipality in the following areas: Financial Recovery Plan (FRP) Implementation, budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure, FRP report writing and submission of the reports to Mayoral Committee and both Provincial Treasury and Provincial CoGTA. Assess the municipality's overall performance in implementing the FRP and ensure Portfolio of Evidence is submitted on time and determine the time for the municipality to graduate from one phase to the next phase of the FRP. Expend networks and collaborative effort with other role players in the district and provincially toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in the municipality. Provide project management support to a team, including human resource management, planning, risk management and reporting. Knowledge and experience in the intergovernmental fiscal framework, coordinating of financial disputes, the implementation of the financial recovery framework and developing resolutions in the implementation of the Financial Recovery Plan in the municipality. Assess the performance of municipalities implementing Financial Recovery Plans to determine the progress being made. Conduct early warning preventative measures to avoid municipality from regressing after implementation of the Financial Recovery Plan. Apply the legislatives frameworks and guidelines in the execution of interventions to legislatively support local government Application of Institutional Reforms: Initiate the implementation of cross cutting measures and practices aimed at improving the performance of the municipality. Align holistic reforms and transformation measures to sustain a feasible financial recovery plan. Analyse and Evaluate Financial Outcomes: Evaluate reviews of financial information, service delivery information and performance Analyse and evaluate financial outcomes and present to relevant stakeholders. Develop/implement control measures, governance systems, processes and procedures, strategies and plans to give effect to the FRP implementation. Oversee the timeous implementation of consequence management. Assist the AO in building HR capacity to a level where the municipality is able to perform its functions and exercise its functions in an economic, transparent, effective, efficient, and accountable way. Support the OR Tambo District Municipality with the Implementation of the Financial Recovery Plan across all three phases of Rescue Phase, Stabilisation Phase and Sustainability phase. Implement the Financial Recovery Plan working and guided by the Terms of Reference to be agreed with the appointed ECPT.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – No CVs).

**NOTE**

: EE Target: African Male

**OTHER POSTS**

**POST 31/182**

: **DEPUTY DIRECTORS: DATA ANALYSTS REF NO: PT 02/08/2024 (X3 POSTS)**  
3-year contract, renewable for further 2 years based on performance

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

: R849 702 per annum (Level 11), (all-inclusive)  
: Bhisho  
: A Three-year Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum of 5 years' work experience of which 3 years should be middle management

(Assistant Director) level. A certificate in Business Processes or ICT Governance or Data Management or IT Security and an exposure of least 2 years' experience working in process and/or quality improvement programme will be an added advantage. Skills And Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Data Management, Project Management, System Analysis, Good understanding of System Development Life Circle (SDLC, Analysing and visualising Data Understanding of the legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

**DUTIES** : Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Conduct and analyse business requirements needs. Compile and document User Requirements Specification (URS) documents for systems development. Facilitate implementation of changes on operational systems. Liaise with relevant stakeholders. Data management. Business architecture solution design. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee on Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to [recruitmentenquiries@ectreasury.gov.za](mailto:recruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – No Cvs).

**NOTE** : EE Target: African Male

**POST 31/183** : **ADMINISTRATIVE SUPPORT & COORDINATOR REF NO: PT 03/08/2024**  
Purpose: To manage the administrative and coordination activities within the office of the executive authority.

**SALARY** : R849 702 per annum (Level 11), (all-inclusive)  
**CENTRE** : Bhishe

**REQUIREMENTS** : A Three-year Degree (NQF level 7 as recognised by SAQA) in Public Administration / Political Science coupled with Minimum of 5 years' work experience in Administration of which 3 years should be middle management (Assistant Director) level. Skills And Competencies: Knowledge Ministry 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. In-depth understanding of interpretation and application of Public Service Legislation, Regulations and Policies that govern the Public Service. Knowledge and understanding of the Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies an DPSA Circulars. Computer Literate, Good Communication Skills (verbal & written), Analytical thinking, Interpersonal Relations, Knowledge Management, Good Planning & Organising, Good Research Skills, Problem Solving, and Facilitation. Consultation Skills. Influencing.

**DUTIES** : manage the administrative and coordination activities within the office of the executive authority; 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, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget 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 internal and external role players with regard to matters relating to the portfolio of the executive authority; Brief the Head of Office on matters with regard to the executive authority's portfolio on the agenda of executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. render

executive council support service to the executive authority; Manage the distribution of memoranda to executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of executive council and alert the Head of Office and executive authority of actions to be taken and due dates. study the relevant public service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the MEC.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Male

**POST 31/184** : **DEPUTY DIRECTOR: MUNICIPAL BUDGET REF NO: PT 4/08/2024**  
Purpose: To monitor and provide specialist support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

**SALARY** : R849 702 per annum (Level 11), (all-inclusive)  
**CENTRE** : Amathole  
**REQUIREMENTS** : A Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial Accounting / Local Government Finance, Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience at Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Supply Chain Management policies and practices, Risk Management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

**DUTIES** : monitor and provide specialist support on budget planning and implementation; Train municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assess tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Compile a tabled budget assessment report for each municipality. Support municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide all required reporting to NT on tabled and adopted budgets by municipalities. Monitor and support municipalities to address non-compliance in terms of the tabled and adopted budgets. Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Analyse monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Identify municipal financial problems requiring attention and support municipalities to resolve issues. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. monitor and support municipalities on governance and institutional management, in line with MFMA requirements: Assess MFMA implementation, compile reports and submit to the Supervisor. Monitor, evaluate and report on Risk Management and Internal Audit compliance and facilitate the implementation of corrective measures. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Review and assess Municipal Budget and Treasury Office. Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Prepare Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. monitor compliance with financial assets and liabilities and revenue management.

Monitor financial asset management compliance and compile a report. Monitor liability management compliance and compile a report. Monitor revenue management compliance and compile a report. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. manage area of responsibility: Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Male

**POST 31/185** : **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING & REPORTING, FINANCIAL ASSET, SCM & ASSET MANAGEMENT REF NO: PT 5/08/2024**  
Purpose: To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks in municipalities.

**SALARY** : R849 702 per annum (Level 11), (all-inclusive)  
**CENTRE** : Alfred Nzo  
**REQUIREMENTS** : Degree (NQF level 7 as recognized by SAQA) in Financial Management / Financial Accounting with Accounting as a major plus Minimum of 5 years' experience in Finance of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential. Skills And Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information.

**DUTIES** : Reporting to the Director, the candidate will provide guidance and assistance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Conduct research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board. Provide reports to the supervisor on the analysis and interpretation of Financial Statements to ascertain financial health of municipalities; Monitor implementation of audit action plans, Review mSCOA Implementation Plans of municipalities against set timelines to improve compliance and alignment with GRAP Standards and Business Processes. Monitor and assess the readiness of municipalities to submit quality financial statements as per legislated timeframes. To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM) Asset Management (AM). Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities. Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities. Assess AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies as input on the training plan to be rolled out to municipalities to improve compliance. Manage the analysis and review of Financial Management Capability Maturity Model (FMCM) reports to determine weaknesses in financial management. Provision of



		technical support and guidance in the functioning of Internal Audit, Audit Committee and Disciplinary Board. Provide project management support to a team, including human resource management, planning, risk management and reporting.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – No CVs).
<b><u>NOTE</u></b>	:	EE Target: African Male
<b><u>POST 31/186</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET PLANNING, M &amp; R REF NO: PT 06/08/2024</u></b> Purpose: To facilitate provisioning of departmental budget processes and cash flow allocation adjustments.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Bhisho Degree (NQF level 7 as recognized by SAQA) in Management Accounting / Financial Management coupled with Minimum 3 years finance experience in a budget management environment at a level of an Officer (Level 7 or higher). skills and competencies: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines (MCS & AMD), National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial and management accounting.
<b><u>DUTIES</u></b>	:	maintain departmental budget process; Analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Conduct project plan appraisals. prepare report required for monitoring of the departmental budget; Analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Monitor and report on project progress. provide budgetary support service to the department; Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – No CVs)
<b><u>NOTE</u></b>	:	EE Target: African Male
<b><u>POST 31/187</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT, PLANNING, MON &amp; PUBLIC FINANCE REF NO: PT 07/08/2024</u></b> Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Bisho Degree (NQF level 7 as recognised by SAQA) in Financial Management / Public Finance / Economics coupled with Minimum of 3 years' work experience Budget Management environment at an officer (Level 7 or higher). Skills And Competencies: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines (MCS & AMD), National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial and management accounting.
<b><u>DUTIES</u></b>	:	Assist with the timely tabling of the credible main budget and with ensuring that it is within legislated timeframes; Assist with the reviewing and improving on the previous year's internal budget process with internal stakeholders. Provide input for National Benchmark exercise for National Treasury. Assist in providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue Treasury Guidelines to department. Assist with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist in evaluating that

departments have protected the policy priority areas over the MTEF through expenditure reviews. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Provide assistance and advice to the department on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Assist in the preparation for the Budget guideline (EPRE) workshops with departments and public entities. Assist in providing technical support and advice on request to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for preened main MTECs. Assist In the preparation of reports and presentations for pre- and main MTEC hearings to Inform MTEF budget allocations. Assist in reviewing the accuracy and credibility of MTEF database and EPRE. Assist with visit to department and in ensure that the Main budget Is loaded on BAS and verify its accuracy. Assist with the preparation of closeout report on previous years financial and non-financial performance. assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels; Assist with the preparation of a report on recommendations of the departmental roil over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Review accuracy and credibility of Adjustment Estimates database. Assist with the support provided to departments and ensure that The Adjustment Budget Is Loaded on BAS And Verify Accuracy of Loaded Budget. Provide Assistance in Ensuring Compliance of Departmental Strategic Plans (SP) And Annual Performance Plans (App) And Its Alignment to National and Provincial Policy Priorities; Assist departments with the crafting of Strategic plans. APP's, Operational / Business Plans. Assist with the analysis of departmental SP, APPS and Ops plans and budgets as well as their alignment with mandated policy priorities and compliance with NT framework. Assist with the monthly IYM Analysis on Revenue and Expenditure and with providing feedback to department. Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will Inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the of provincial budgets by assessing department & revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end dose out report on both financial and non-financial performance. assist with the analysis of quarterly performance reports (qpr) and in the provision of feedback to departments; Assist with the analysis and report on QPR submission as well as assessing the credibility of variance explanations. Assist will the analysis and report on non-financial and financial performance information. Assist with the analysis and preparation of quarterly management feedback reports and tletters to departments. Assist with site visits undertaken and the reports that will inform budget and other policy decisions.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical Glitches Send An Email To: [Recruitmentenquiries@Ectreasury.Gov.Za](mailto:Recruitmentenquiries@Ectreasury.Gov.Za). (NB: For technical glitches only – NO CVs).

**NOTE** : EE Target: African Male

**POST 31/188** : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE SCM REF NO: PT 08/08/2024**

Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting frameworks, Supply Chain Management and Asset Management issues in municipalities.

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Amathole  
**REQUIREMENTS** : Degree (NQF level 7 as recognized by SAQA) in Management Accounting / Financial Management coupled with Minimum 3 years relevant experience in Finance at a level of an Officer (Level 7 or higher). Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management. Budget and Financial Management. Change Management. Knowledge Management. Information Management. Service

Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Team work.

**DUTIES**

: Assist on improving the understanding on the technical application of accounting standards and financial reporting within municipalities as required by the municipal finance management Act; Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director. Conduct a high-level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA.- Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director. Prepare, analyse and report progress on SCOA implementation within timelines and its financial impact to assist on compliance with SCOA Regulations. Provide Practical Assistance and Control Mechanism on Issues Of Compliance To Supply Chain Management (SCM) Asset Management (AM). Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report. Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on SCM and AM policies against the legislated framework. Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director. Conduct an assessment of AGSA reports to determine common. issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance. Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data. Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. ensure the management of assets in the area of responsibility; Ensures that assets are managed, maintained and kept safely.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – No Cvs).

**NOTE**

: EE Target: Coulored Male

<b><u>POST 31/189</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: PT 09/08/2024</u></b></p> <p>3-year contract, renewable for further 2 years based on performance</p> <p>Re- advertisement</p> <p>Purpose: To assist in measures to enhance financial management in sector departments as determined by the need from time to time (in line with section 18 of the Public Finance Management Act), including the review of systems of controls for adequacy and effectiveness against observed exceptions and guide on mitigation measures, towards mature and sustainable financial management and administration systems.</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R444 036 per annum (Level 09)</p> <p>Bhisho</p> <p>A Degree (NQF level 7 as recognised by SAQA) In Financial Management coupled with Minimum 3 years' work experience at an Officer level (Level 7 or higher) in financial management and with at least 2 years' experience working with BAS (or similar accounting system). A valid driver's licence is essential. Skills And Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing and Presentation Skills, Stakeholder Management Skills, Researching Skills, Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBEE, National Treasury Regulations, Supply Chain Management Reforms, applications of project management tools and methodologies in Supply Chain Management and Asset Management related areas of operation, Willingness to travel and Driver's License.</p>
<b><u>DUTIES</u></b>	:	<p>Assist in the review of Financial Management controls systems for developing Intervention Plans; Assist in the review of financial reports for compliance with reporting standards and accuracy for decision making; Support sector departments with reconciliations and preparation of financial statements; Perform analysis of financial information for informing decisions in support of the Interventions by Provincial Treasury; Prepare reports to facilitate governance and accountability as well as effective stakeholder management; Assist in the engagements with other transversal units to promote collaborative efforts to improve financial management maturity in the province. Support the strengthening of communication platforms by presenting and sharing financial management exceptions to the CFO Forum; Perform any other duties to support the CFO function, thereby creating a sustainable financial management maturity in the province.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>. (NB: For Technical Glitches Only – No CVs)</p>
<b><u>NOTE</u></b>	:	<p>EE Target: African Male</p>
<b><u>POST 31/190</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: TECHNICAL SUPPORT REF NO: PT 10/08/2024</u></b></p> <p>Re- advertisement</p> <p>Purpose: To provide Information Communication Technology (ICT) security services.</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R444 036 per annum (Level 09)</p> <p>Bhisho</p> <p>A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Security or related ICT with a Minimum 3 years relevant work experience in ICT of which 2 year experience must ICT security related at an officer level (Level 7 or higher). CISSP or CISM or CASP+ certificates will be an added advantage.</p>
<b><u>DUTIES</u></b>	:	<p>Information Security Incident Management; Coordinate day to day activities and operations of the Information Security function, troubleshoot and document incidents. Liaise with other relevant stakeholders Provide support to the Disaster Recovery processes and IT continuity plans. Provide support to the maintenance of required sufficient data recovery processes data recovery testing to prove data recoverability. Conduct thorough due diligence for departmental requirements of cloud services. Manage Information Security Training and Development; Facilitate the information security training and awareness program. Develop, implement and deliver training and awareness program as required by the department. Continuously plan and develop mechanisms to institutionalise information security such that culture of information security exist in the department. provide support in the management of user identity and it physical access in accordance to business requirements; Coordinate and manage endpoint security. Coordinate and manage network and connectivity security; protect against malware. Coordinate and manage user identity and logical access. Perform relevant ICT activities regarding ICT assets. Monitor the IT infrastructure for security related</p>

events. Implement and maintain preventative, detective and corrective measures to protect information systems from unauthorized access and malware. provide support in effective management and monitoring of an information security function; Implement, monitor, and review the Information Security management program. Provide support in the design of relevant security solutions. Provide support in implementation of technical controls defined within the Information Security Management Framework or program. Identification and mitigation of the IT security risks, Facilitate and implement the required and relevant penetration testing, vulnerability scanning of the network. Quantify the risks of different IT architectures and communicate to the relevant stakeholders. Facilitate and coordinate periodic threat risk analysis and security assessments in order to identify areas of improvement. Perform the relevant audit log management processes. Provide input in the development and review of relevant Information Security documentation including policies, standard operating procedures, manuals etc. Implementation of ICT operational plan. Plan. Skills and Competencies: ICT Information Security Systems and Financial Management. Policy Development & Management. Project Management and Development. ICT Procurement. understanding. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management. Knowledge Management, Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Technical knowledge and competencies: IT Security Policy Development and administration, Working knowledge and experience with ISO 27001, other related information security standards and frameworks, Good understanding of IT threats and vulnerabilities, Knowledge of Public Service Regulations, IT Governance, Information Security Governance, Vulnerability Management, Information Security architecture capabilities, Broad IT understanding, Understanding of Information Security Technologies, Understand Risk Management, Information Security related regulations.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – No Cvs).

**NOTE** : EE Target: African Male

**POST 31/191** : **ADMINISTRATION OFFICER: MUNICIPAL FINANCIAL GOVERNANCE REF NO: PT 11/08/2024**

Purpose: To render administrative services within the Municipal Budget Directorate and provide support services on the implementation of budget frameworks, institutional governance in line with the MFMA requirements. This post is earmarked for a person with disability

**SALARY** : R308 154 per annum (Level 07)

**CENTRE** : Bhisho

**REQUIREMENTS** : Degree (NQF Level 6 or NQF Level 7 as recognised by SAQA) in Office Administration / Office Management & Technology coupled with a Minimum 2 years in administration environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental polices. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Financial Management. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Numeracy, Ability to perform routine tasks, Computer literate, Financial Management, Report Writing, Planning & Organising, Good People Skills, Problem Solving, Communication (written and verbal)

**DUTIES** : Render Administrative Support Services to The Directorate; Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing information in ensuring efficient flow of information in the directorate. Scrutinise routine submissions / reports and make notes. Ensure safe keeping of all documentation in the directorate and is in line with relevant legislation and policies. Develop, maintain and manage the record management system / filing system of the Directorate. Consolidate monthly, quarterly, annual reports and annual Performance Plan for the Directorate. Make follow-ups on outstanding reports. Liaise and communicate with various levels of government and stakeholders. Disseminate information to all stakeholders as and when required. Respond to enquiries received internal and from external stakeholders and make referrals to relevant person/s. Draft documents / reports as and when required for the Directorate. Handle travel and accommodation arrangements for the directorate and process T&S claims. Organise Directorate's meetings. Administer attendance register, leave register, payroll

slips and telephone accounts for the Directorate. Handle procurement of standard items (stationery & refreshments) for the Directorate. Obtain necessary signatures on documents and items like procurement and monthly salary reports. Coordinate the submission of Annual Performance Agreements and Performance Assessments for the Directorate and ensure adherence to PMDS norms and standards. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Operate and ensure that the Directorate's office equipment is in good working condition. Coordinate the submission of Annual Performance Agreements and Performance Assessments for the Directorate and ensure adherence to PMDS norms and standards. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Operate and ensure that the Directorate's office equipment is in good working condition. Provide support services to municipalities on governance and institutional management in line with the MFMA requirements; Administer budget workshops. Assist in the coordination of IYM Assessments – section 71 and Mid-year Assessment section 54 (d). Collect information for the budget roll over process and cash withdrawal reports from Municipalities. Assist in the collection of outstanding government debt from municipalities and prepare submission to National Treasury. provide support in the debt steering committee; Develop and distribute agendas for the committee-initiated meetings and timeously issue invitations and reminders. Collect and compile necessary documentation for the committee meetings. Secure boardrooms for committee meetings. Record minutes, resolutions of the meetings and communicate decision to relevant stakeholders and monitor progress on behalf of the Chairperson thereof. Coordinate and track the implementation of decision taken on all internal meetings. Safe keep all documentation related to the committee during and after the sitting. render support and administer directorate's budget; Assist in the budget plan of the Directorate. Compile EC 4.1 and EC 5.1 forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projection. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorate of possible over – and under spending. Compile the Directorate's monthly In-Year Monitoring Reports. Present the spending of budget to the Directorate on monthly meetings. Identifies the need to move funds between items, consult with the head of the Directorate and compile draft memo for this purpose. Coordinate logistical arrangements for meetings as and when required. Make follow-ups on progress of supplier payments to avoid accruals.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi 060 573 5574 For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – No CVs).

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**

: Applications can be forwarded, via the following option: All applicants must utilize the e-recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://e-recruitment.ecotp.gov.za>. No hand-delivered applications will be accepted. The e-recruitment system is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [Qhamisa.Blayi@ecdsd.gov.za](mailto:Qhamisa.Blayi@ecdsd.gov.za) (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [Qhamisa.Blayi@ecdsd.gov.za](mailto:Qhamisa.Blayi@ecdsd.gov.za) and not as specified – your application will be regarded as lost and will not be considered.

**CLOSING DATE**  
**NOTE**

: 13 September 2024  
: Applications must be submitted on the Z83 and a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with the reference. Certified copies of qualifications will be requested from shortlisted candidates. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to the outcome of these checks including security clearance, security vetting, qualification verification, and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and

the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS Competency assessment tools. NB: People with disabilities, whites, coloureds and Indians are encouraged to apply for these posts.

#### OTHER POSTS

**POST 31/192** : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION (MEC'S OFFICE) REF NO: DSD 01/08/2024**

**SALARY** : R849 702 – R1 000 908 per annum (Level 11)  
**CENTRE** : Provincial Office, Bisho  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree/ (NQF level 7) as recognized by SAQA in Public Administration/Administration/Office Management and Technology. 2-3 years of relevant experience preferably in a core Staff environment. A valid driver's license is a prerequisite. Competencies: Knowledge of Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.

**DUTIES** : Coordinate the planning process for the MEC Office. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Develop and implement records management policies, file plans, strategies, and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the head office. Obtain inputs, collates and compiles reports, e.g.: progress and management reports. Scrutinizes routine submissions/ reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting: Consolidate the budget of the Head of office for submission to the Budget Office. Prepare In-year Monitoring report for the Office. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from the supervisor. Delegate functions to staff based on individual potential to provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

**ENQUIRIES** : Mr. Y Singqandu Tel No: (043) 605 5101/5110.e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

**POST 31/193** : **REGISTRY CLERK (MEC'S OFFICE) REF NO: DSD 02/08/2024**

**SALARY** : R216 417 – R254 928 per annum (Level 05)  
**CENTRE** : Provincial Office, Bisho  
**REQUIREMENTS** : National Senior Certificate. No previous experience is required, however, exposure to the Registry, Internal Audit and a core staff environment/political office will be an advantage. A valid driver's license is a prerequisite. Competencies: Knowledge of registry duties, and practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service.

**DUTIES** : Provide registry services, attend to clients, handle telephonic and other inquiries received, and receive and register hand-delivered mail/files. Handle incoming and outgoing correspondence, receive all mail, Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing of files according to record. Classification system, Filing/storage, tracing (electronically/manually)

and retrieval of documents and files. Complete index cards for all files, operate office machines in relation to the registry function and open and maintain the Franking Register. Frank posts, record money, and update the register daily. Undertake spot checks on posts to ensure no private post is included. Lock post in post bags for messengers to deliver to the Post Office. Open and maintain the admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record the reference number in the register. Filling and tracking internal audit resolutions and that of all oversight structures. Keep a daily record of the number of letters franked. Process documents for archiving and/or disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents.

**ENQUIRIES** : Mr. Y Singqandu Tel No: (043) 605 5101/5110.e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

**POST 31/194** : **DRIVER/MESSENGER (MEC'S OFFICE) REF NO: DSD 03/08/2024**

**SALARY** : R155 148 – R182 757 per annum (Level 03)  
**CENTRE** : Provincial Office, Bisho  
**REQUIREMENTS** : NQF level 3 (Grade 11 certificate or equivalent). A valid driver's license. Driving experience in a core staff environment/political office will be an added advantage. Competencies: Communication skills. Ability to read and write. Good eyesight. Teamwork.

**DUTIES** : Sort and arrange correspondences in the OMEC, Collect, distribute and circulate correspondences (mail, parcels, documents, and files), Record and control correspondence register, Sort mail, files, documents and parcels, Ensure that items to collect are sealed and addressed, Collect mail, files, documents and parcels from address or Deliver mail, files, documents and parcels to addressees, Ensure that the recipients sign on the delivery book/register, Record contents and physical addresses in the delivery book/register.

**ENQUIRIES** : Mr. Y Singqandu Tel No: (043) 605 5101/5110.e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

**POST 31/195** : **FOOD SERVICE AID (MEC'S OFFICE) REF NO: DSD 04/08/2024**

**SALARY** : R131 265 – R154 626 per annum (Level 02)  
**CENTRE** : Provincial Office, Bisho  
**REQUIREMENTS** : NQF level 1 or 2 (Abet level 2 certificate or equivalent). No working experience is required, Food service experience in a core Staff environment/political office will be an added advantage. Competencies: Good communication and interpersonal skills. Motivated and willing to work under pressure and work shifts, including weekends, night shifts and public holidays. Able to work in a team, must be willing to learn different types of diets and cooking methods.

**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, Prepare food, snacks and beverages (water, tea, coffee, milk, sugar, and cold drinks), Setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages, responsible for food supplies and report waste and losses.

**ENQUIRIES** : Mr. Y Singqandu Tel No: (043) 605 5101/5110. e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

**DEPARTMENT OF TRANSPORT**

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

**APPLICATION** : Applications must be submitted using only the e-recruitment system available at: <https://ecprov.gov.za> and/or at: <https://erecruitment.ecotp.gov.za> and/or [www.ecprov.gov.za](http://www.ecprov.gov.za) (under careers). The system closes at 23:59 on the closing date and is available 24/7. To report any challenges pertaining e-Recruitment system, send an email with your ID Number, your profile e-Mail Address and details of the issue to: [Simphiwe.Mgudlwa@ectransport.gov.za](mailto:Simphiwe.Mgudlwa@ectransport.gov.za); do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivery / No faxed / No Posted applications will be allowed.

**CLOSING DATE** : 13 September 2024

**NOTE** : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is



currently un-signable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit his/her Permanent Residence Permit on or before interview date. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply. In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained Pre-entry Certificate (Nyukela) as offered by National School of Government (NSG) for entry into the SMS posts and the full details can be sources by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. This The pre-entry certificate should be submitted prior to appointment.

#### **MANAGEMENT ECHELON**

<b><u>POST 31/196</u></b>	:	<b><u>CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: DOT 01/08/2024</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 – R1 716 933 per annum (Level 14), (all-inclusive package)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree (NQF Level 7) as recognized by SAQA in Transport Economics / Transport Management / Public Administration / Project Management / Public Management. 5 years' experience in the environment at Director Level. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license minimum code B. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives.
<b><u>DUTIES</u></b>	:	Oversee integrated land transport contracts to provide mobility to commuters: Manage the development of land transport contracts. Oversee management and implementation of contracts / service level agreements with transport operators and service providers. Oversee public transport services: Oversee management of the implementation of land transport services. Oversee implementation of institutional formalisation and empowerment of the public

transport industry. Oversee the coordination and facilitation of provincial land transport safety: Monitor and evaluate transport and identify safety interventions. Coordinate and facilitate compliance with land transport safety requirements. Oversee the development and promotion of rail as a cost-effective mode of transport. Oversee the promotion of Provincial maritime services. Oversee the implementation a civil aviation strategy: Manage implementation of civil aviation policy. Oversee monitoring of the aviation network. Oversee monitoring of the service level agreements. Oversee aviation compliance services. Coordinate Bhisho Airport activities. Manage the allocated resources of the chief directorate: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

**ENQUIRIES** : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za) .

**NOTE** : In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.

**POST 31/197** : **CHIEF DIRECTOR: TRANSPORT PLANNING & DESIGN REF NO: DOT 02/08/2024**

**SALARY** : R1 436 022 – R1 716 933 per annum (Level 14), (all-inclusive annual salary range)

**CENTRE** : KWT

**REQUIREMENTS** : National Senior Certificate. B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering (Transport Engineering) / Transport Planning / Transport Studies. Registration with the Engineering Council of South Africa (ECSA) as a registered Professional Engineer / Technologist. 5 years' experience at senior management level. 8-10 years' proven experience in the environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license minimum code B. Knowledge: strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem analysis and solving, financial management, programmes and project management. Generic competencies: results / quality management, decision making, knowledge management, change management. technical competencies: programme and project management, engineering, legal and operational compliance, engineering operational communication process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, systems skills, engineering design and analysis knowledge, research and development computer-aided engineering applications, creating high performance culture technical consulting, engineering and professional judgment accountability.

**DUTIES** : Ensure the provision of provincial integrated transport planning, roads design and traffic engineering services. Oversee the provision of provincial traffic engineering safety services. Oversee provision of provincial integrated public transport and freight planning. Coordinate the provision of integrated planning expertise to guide and support the provision of transport services. Oversee the procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the design and implementation of programs and projects to empower vulnerable groups. Oversee the development and empowerment of impoverished communities using transportation related projects. Ensure development of statutory transport plans and supporting strategies to enhance the effective functioning of the transport system in the province. Ensure the coordination between Municipalities to support effective and efficient execution of land transport in the province. Development, monitoring and updating of provincial transport policy. Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description

		and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTES</u></b>	:	In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/198</u></b>	:	<b><u>DIRECTOR: PROJECT MANAGEMENT &amp; PROFESSIONAL SERVICES REF NO: DOT 03/08/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), all-inclusive package KWT National Senior Certificate. Bachelor's degree (NQF level 7 as recognized by SAQA) in (Civil Engineering or Project Management or Built Environment). Project management certification i.e. PMP or PRINCE2 practitioner or Agile will be an added advantage. Master's degree in project management will be an added advantage 5 years' relevant experience at Middle Management level in the environment. Compulsory registration with the SACPCMP as a Professional Engineer/Technologist with minimum of 5 years post registration experience. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License minimum code B. Knowledge: Strategic capability and leadership; communication; client orientation and customer focus; people management and empowerment; problem solving and analysis; financial management; and programme and project management. Generic competencies: Results/quality management; decision making; knowledge management; change management; professionally liaise with Senior Managers and Executives as an ambassador of the PMO function; work effectively and efficiently to achieve objectives; as required from time to time, various formal and informal meetings will have to be attended and participated in; good written and verbal communication skills; strong attention to details and technicalities; excellent organizational and technical skills; good interpersonal and multi-tasking skills; and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Establish, Implement Embed and Continuously Improve Project Methodologies and Governance Frameworks; Establish, maintain and review a program baseline or the "road map" for implementation of a project; Responsible to ensure the methodologies of the Project Management Office are adopted and engrained within SBV in order to effectively improve and maintain the Project Management Office maturity within the company; Lead the implementation and management of portfolio, programme and project governance frameworks and development of appropriate reporting tools which deliver value; Responsible to maintain and reiterate the administration for project submissions and approvals through the agreed portfolio prioritisation and approval process, maintaining a pipeline of approved projects; To provide full governance & control over projects utilising an agreed methodology and consistent standard – i.e. PMBOK and Agile; Verify that project communication strategy is agreed upon, shared with and adhered to by all project stakeholders (internal and external); Confirm that an applicable change methodology has been applied to projects in order to support the implementation; Guarantee a clear and consistent approach is in place to manage risk with alignment to the applicable Risk and Project Registers. Oversee the management of the overall Portfolio: Oversee the execution of Portfolio management and provide approval of reports that are to be presented at Executive Level and Project meetings; Provide an analysis of the full portfolio and future pipeline for the next financial year – annual and quarterly planning; Prioritisation with the branch and Project Managers; Provide the optimal structuring of portfolio into programs and projects; Manage the end to end portfolio critical path across the full portfolio; Oversee and manage the alignment of delivery resources to portfolio demand; Provide feedback and manage expectations with executive stakeholders regarding any portfolio delivery constraints; Conduct skills matching and differentiation for the portfolio structure; Ensure sound governance and control of project expenditure across the portfolio; Ensure escalation of portfolio level risks to the appropriate Risk and Audit Committees. Manage Project Delivery and Governance Accountability: Own the development, introduction, and on-going iteration of the organisation's Project Delivery Approach, gaining the required approvals where need be; Be an advocate of the organisation's Project Delivery Approach; Scope and shape the requirements of the Project Delivery Approach across the

organisation working closely with the Department; Devise, produce and implement new systems and processes to optimise more effective project management as required and within the framework of the organisations Project Delivery Approach; Conduct due diligence on any future business proposals in terms of risk, timing, and outcome; Oversee that Project managers are managing their day to day projects in accordance with SOPs and best practice guidelines; Accountable for verifying that detailed project, implementation, or actions plans are created for the duration of each project as appropriate; Accountable for verifying that projects have requirements documented and agreed to ensure that project activity meets agreed project objectives; Monitor the progress of all projects to determine that they are timely and accurate and enable sponsors and stakeholders have visibility and sufficient information to make the required decisions; Accountable for mitigating, resolving, and identifying risks, issues and dependencies are being recorded, monitored and proactively managed to minimise disruption to successful delivery. Participate in project reviews, approvals, and gating processes: Accountable for verifying that the appropriate and relevant level of testing is in place for all projects e.g. sign-off as part of the gating process; Produce agreed levels of Portfolio reporting on all projects being delivered or within the oversight of the Project Management Office; Deliver an effective and timely schedule of project communications liaising with the relevant stakeholders including the Communications Team; Drive organisational culture of compliance to project governance; Take responsibility for reliable, accurate and timeous Project Tracking; Responsible to critically audit or track ongoing projects at regular intervals to ensure projects are on course and follow the approved methodology; To critically review project planning and analysis - including detailed budgeting, project plans, documenting scope and business requirements, etc.; To identify, track, manage and mitigate risks within the programme of work; including opportunity identification; To manage and monitor the programme of work; assigning responsibilities and ensuring that all projects are adequately resourced; To manage and monitor the budget to ensure that the programme of work, along with specific projects are delivered within agreed costing. Liaise closely with applicable stakeholders to ensure accurate & robust budget monitoring against project plans Certify that a robust process of notification or escalation is in place to report on both underspend and potential overspend with the appropriate approvals sought for either situation. Prepare, or support the team, to tender specifications for the external commissioning of work packages as delivery components of projects where appropriate. Track and monitor benefits realisation against planned targets taking correct actions where required. Verify that post project reviews are in place and include lessons learnt exercises which identify both positive and negative outcomes to be actioned. Enforce effective Project Support and Administration Oversight: Responsible to confirm that the Project Management Office provides a centralized customer focused office that not only plans, negotiates and analyse projects, but also redress the project related concerns of the client, sponsor, and employee. Own the Project Management Office central repository of documentation and processes including the PM Toolkit. Create standardised and relevant document templates are available from a central repository for both the Project Management Office and business project team members. Establish organisation wide project reporting with a focus on value added advice and early identification and resolution of risk and issues. The Project Management Office provides training in project management and the applied project tools to team members: Drive the ethos that the Project Management Office provides in-house consultancy services to the project team on project related issues. Review and in some cases prepare materials as required for submission to the Board etc. Present and report on programme and specific project progress in line with agreed project governance; escalating issues as necessary. Effectively manage Stakeholder Relationship Management and provide Subject Matter Expertise: Establish and maintain close working relationships with internal and external contacts. Influence internal stakeholders to achieve the desired outcomes, including process improvement, of the Project Management Office. Coach and mentor project sponsors and managers. Provide input into the design and creation of new product/ service developments and manage the implementation these. Continually develop and maintain productive working relations with all project stakeholders (internal and external). Provide advice and support to project partners on how project evidence and information must be presented and reported. Manage the budgeting process for the directorate or sub-programme. Ensure alignment of the budget with the strategic objectives of the branch. Monitor cash flow expenditure for the sub-programme. Manage the financial reporting for the sub-programme. The rendering of technical support in respect of tender documentation (b) contract administration. Manage the rendering of

		records management services. Manage the development and submission of statutory reports for the Branch. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the sub-programme. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/199</u></b>	:	<b><u>DIRECTOR: INTERNAL CONTROL AND PRE-AUDIT SERVICES REF NO: DOT 04/08/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), all-inclusive package KWT National Senior Certificate. Relevant B. Degree (NQF level 7) as recognized by SAQA in Internal Audit/ Financial Accounting as a major. 5 years' relevant experience at Middle Management level in the environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License minimum code B. Knowledge: Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment.
<b><u>DUTIES</u></b>	:	Establish an integrated internal control system. Oversee Departmental governance and delegation's frameworks. Facilitate and manage assurance services. Manage the effectiveness of systems of Internal Controls. Develop and maintain a loss control system. Manage compliance monitoring in relation to policies-processes and procedures (Pre-Audit Services). Monitor implementation of the Audit Intervention Plan. Manage the allocated resources of the directorate: Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance, and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/120</u></b>	:	<b><u>DIRECTOR: EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 05/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), all-inclusive package KWT National Senior Certificate. A relevant B Degree (NQF level 7) as recognized by SAQA in Internal Audit/ Financial Accounting as a major. 5 years' relevant experience at Middle Management level in the environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License minimum code B. Knowledge: Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

- DUTIES** : Render Financial Management Reporting: To co-ordinate and consolidate monthly financial management reports required by Treasury. Prepare a set of interim and annual financial statements that are compliant with Modified Cash Standards. Render salary control and management. Render effective expenditure management service: develop and maintain a system of internal control and ensure compliance with the applicable regulations. Manage the Allocated Resources of the Directorate: Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager
- ENQUIRIES** : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za) .
- NOTE** : In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.

#### **OTHER POSTS**

- POST 31/121** : **CHIEF ENGINEER: TRAFFIC ENGINEERING AND LAND TRANSPORT PLANNING SERVICES REF NO: DOT 06/08/2024**  
Re-advertisement

- SALARY CENTRE REQUIREMENTS** : Grade A: R1 200 426 – R1 371 489 per annum (OSD), all-inclusive package  
KWT  
National Senior Certificate, bachelor's degree i.e. BSc. / BEng. / BTech (NQF Level 7 as recognized by SAQA) in Civil Engineering. Minimum of 10 years in the Civil Engineering field, six (6) of which should be in the Traffic Engineering sub-field. Registration with the Engineering Council of SA (ECSA) as a Professional Engineer/Technologist or eligible to be registered. A post-graduate degree in Civil Engineering (with specialization in Transport Planning or Traffic Engineering) will be an added advantage. A valid driver's license minimum code B knowledge: Knowledge of traffic engineering principles, protocols and standards. Proven experience, extensive and proven working knowledge of the following: Abnormal load permits, applications and processes Land-use management applications Performance-Based System (PBS) Transoft application/software Wind farm processes and procedures and Exposure or relations to traffic engineering forums and professional bodies. The following will be an added advantage: Departmental service delivery principles /Transport Policies and Procedure Government Programmes National Land Transport Strategic Framework (NLTSF) Provincial Land Transport Framework (PLTF) Provincial Freight Strategy National Transport Master Plan (NATMAP2050) Knowledge of the Eastern Cape Roads Act Understanding of Roads and Ribbon Development Act.

- DUTIES** : Traffic Engineering: Administer the Eastern Cape Roads Act. Administer the Roads and Ribbon Development Act. Analyse and approve requests for abnormal loads permits. Analyse and provide comments on land-use change applications. Conduct and oversee traffic plus transportation investigations. Conducts traffic counts for roadways and intersections to determine the volume of traffic, where the traffic is going to and from, and the type of traffic on the roadway. Direct and monitor continuously entire traffic engineering, signal plus signs operations. Ensure compliance to all standards. Head responsibility for traffic engineering as well as sub-program needs of division. Instruct and train subordinate engineers, technologists as well as engineering technicians. Participate in meetings as well as provide reports to all Departmental sessions. Participate to plan long and short-term goals, budget, and operations. Plan, design and supervise construction of varied types and aspects of traffic engineering projects. Recommend and provide reports to entire Department on pertinent engineering issues. Recommend traffic safety enhancement projects on basis of respective studies. Record data as well as findings as per standards established by national Department of Transport or various transportation organizations. Represent the Department as liaison with national and state agencies plus public. Reviews plans as well as highway permits as needed by Department. Signal design. Transport/traffic modelling. Freight planning and analysis: Ensure alignment of Provincial policies and strategies with national policies. Ensure linkage with the Strategic Freight Development Corridors Initiative. Update a Provincial Freight Plan. Update existing policies on overload control. Traffic Engineering and Freight planning implementation: Implement policies and regulations for control and elimination of overloading. Oversee

progress in the Construction of provincial weighbridges. Ensure that weighbridges are run efficiently and effectively. Establish, Coordinate and Manage the Provincial Freight Logistics Forum. Compile a Freight Databank. Promote intermodalism and other sustainable methods for the carriage of cargo. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operation, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; allocate, control and monitor expenditure according to budget to ensure efficient cash-flow management of the sub-directorate. People Management: Empowering employees to make purposeful contributions, allocating relevant resources and solving problems in an effective way by taking accountability for their time and duty served. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

**ENQUIRIES** : Enquiries can be directed to Ms. H. Magengele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

**NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

**POST 31/122** : **DEPUTY DIRECTOR: TECHNICAL-MAINTENANCE SERVICES REF NO: DOT 07/08/2024**

**SALARY CENTRE REQUIREMENTS** : R1 003 890 - R1 182 534 per annum (Level 12)  
 : Chris Hani  
 : National Senior Certificate, National Diploma in Civil Engineering (NQF Level6)/ B. Degree (NQF level 7 as recognized by SAQA). 3-5 years relevant experience in the environment at Assistant level. A Valid Driver's License minimum code B. Knowledge: of Project Management principles and methodologies. Sound knowledge of government protocols, Strategic Capability and Leadership, procurement processes and regulations. Excellent communication skills both written and verbal. Financial management, problem solving and analytic skills. Computer literacy. Customer focus and responsiveness. Must be able to work independently, be self-motivated, responsible, and reliable. Knowledge of Treasury Regulations, Public Finance Management Act (PFMA). Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management.

**DUTIES** : Manage the provision of normal road maintenance services. Manage the provision of blading services. Manage the provision of re gravelling services. Develop a blading and re-gravelling road maintenance plan. Review engineering designs and specifications. Execute local surveys and compile plans. Maintain and monitor engineering operational effectiveness according to departmental goals and objectives. Supervise and manage in-house and outsourced works. Manage projects in terms of time, cost and quality. Monitor roads and report to management on regular basis. Manage the provision of special maintenance services. Manage implementation of occupational health and safety standards. Ensure OGS awareness on sites. Implement risk management system in line with occupational health and safety legislation and other relevant requirements. Co-ordinate standard approach to maintain accident records and legally required incident/accident investigating and reporting. Compile project specific Health and Safety risk assessments/specifications for inclusion in the tender document. Approve health and safety plans submitted by contractors' utilization of the human

resources in terms of governmental regulations. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual provide the necessary guidance and support and afford staff adequate training and development of job description and implementation of Work Plans and personal Development Plans (PDPs for all employees in the Chief Directorate. Management daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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

**NOTE** : In terms of Departmental EE targets, preference will be given to Coloured and Indian females are encouraged to apply.

**POST 31/123** : **DEPUTY DIRECTOR: DISTRICT TRANSPORT SAFETY REF NO: DOT 08/08/2024**

**SALARY CENTRE REQUIREMENTS** : R1 003 890 - R1 182 534 per annum (Level 12)  
: Joe Gqabi  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Road Safety Education/ Communication / Project Management / Social Science / Public Relations / Development Studies/ Public Administration / Public Management. 3-5 years' relevant experience in the environment at Assistant Director Level. Short-term project management certificate would be an added advantage. A valid driver's license minimum code B. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programmes and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.

**DUTIES** : Manage and monitor implementation of all road safety projects and programs in the district. Manage and oversee implementation of road safety education in schools around the district. Manage and oversee implementation of road safety community outreach projects/programs around the district. Manage and oversee implementation of interventions at identified hazardous areas within the district in line with the National Road Safety Strategy (NRSS). Develop innovative and results driven road safety initiatives to promote road safety and intervene to road safety challenges within the district. Conduct evaluation and impact assessment of road safety interventions in the district. Develop a road safety district Annual Performance Plan and Operational Plan in line with departmental strategic objectives and national road safety strategy. Participate in development of district and departmental road safety strategic goals. Develop and maintain relevant partnerships and stakeholder relations. Maintain high standards to ensure optimal performance and achievement of targets/goals within set timelines. Delegate operational and administrative functions to staff based on individual potential and provide necessary guidance and support. Manage distribution of traffic safety education material and equipment. Manage all resources allocated to the directorate in line with relevant legislative framework and departmental policy directives. Manage road safety personnel in the district. Manage and monitor budget allocated to the directorate. Ensure management, responsible usage, maintenance, and safekeeping of all assets allocated to the directorate.

**ENQUIRIES** : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

**NOTE** : In terms of Departmental EE targets, preference will be given to Coloured and white females, Coloured and white males. People with Disabilities are all encouraged to apply.

**POST 31/124** : **DEPUTY DIRECTOR: ROAD SAFETY EDUCATION REF NO: DOT 09/08/2024**

**SALARY CENTRE REQUIREMENTS** : R1 003 890- R1 182 534 per annum (Level 12), all-inclusive package  
: KWT  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Road Safety Education/ Communication / Project Management / Social Science / Public Relations / Development Studies / Public Management / Public Administration. 3-5 years' relevant experience in the environment at Assistant Director level. A valid driver's license minimum code B. Knowledge: National Road Safety Strategy. Road Safety Key Priorities.



<b><u>DUTIES</u></b>	:	Road Safety Programmes and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act. Coordinate implementation of road safety education in schools: Develop an operational plan to guide districts on the implementation of the national road safety strategy. Monitor implementation of signed protocol/ memorandum of understanding with the department of education and other interested parties. Manage the development of road safety learner material. Monitor and evaluate district implementation plans and reports. Develop a provincial road safety education plan. Identify creative ways of promoting road safety education in provincial schools. Coordinate implementation and evaluation of scholar patrols. Manage the distribution of traffic safety education material and equipment. Engage relevant partnerships and stakeholders and develop plans for promotion of road safety education in schools. Facilitate district training and development needs. Develop and monitor implementation of road safety standards. Coordinate construction and management of school-based road safety education infrastructure: Manage and recommend approval of road safety projects. Liaise with municipality and other relevant stakeholders for road safety education initiatives. Manage and monitor budget allocated to the road safety education projects: Coordinate costed plans, procurement plans, budget allocation and expenditure. Prepare In -Year Monitoring reports for the directorate. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness 15%. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/125</u></b>	:	<b><u>ADJUDICATOR (PRE): PUBLIC TRANSPORT REGISTRATION, OPERATING LICENSES SERVICES REF NO: DOT 10/08/2024 (X3 POSTS)</u></b> (12 months contract).
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 – R 1 000 908 per annum (Level 11) KWT National Senior Certificate, National Diploma (NQF Level 6) B. Degree (NQF Level 7) in Transport Management/Transport Economics/ Public Administration / Public Management. 3-5 years' relevant experience in the environment at Assistant Director level. 2 years' experience as a Board member will serve as added advantage. A valid driver's license minimum code B. Knowledge: SOP. NLTA. NLTR. Code of conduct.
<b><u>DUTIES</u></b>	:	Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of 243 applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaise with key public transport stakeholders such as SANTACO, metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaise with municipalities in respect of directions on operating license applications. Liaise with municipalities regarding the restructuring and transformation of public transport. Liaise with Eastern Cape Education Department in respect of scholar services, representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of

section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancel operating licenses issued in error. Cancel operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancel operating licenses in the case of non-adherence to the code of conduct. Cancel operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaise with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PREs record of decision in respect of such cases, representing the PRE at appeals hearings. Articulate PREs position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspect maintenance facilities / office space / vehicle fleet. Critically analyse business plans and other supporting documentation relating to operating license applications. Investigate matters relating to land transport and make recommendations to the MEC. Understand and interpret of transport legislation and policy validating personal information specified in operating licenses for correctness. Validate route / service information for correctness. Ensure that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certify fitness, registration and licensing of vehicle. Ensure that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keep staff abreast of changes to the legislation and business processes. Provide training on standard operating procedures

**ENQUIRIES** : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

**NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

**POST 31/126** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOT 11/08/2024**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R849 702 – R 1 000 908 per annum (Level 11)  
: Sarah Baartman  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Bcom Finance / Bcom Accounting / Bcompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3/ Financial Information Systems / Bcom Business Management. 3-5 years' relevant experience in the environment at Assistant Director Level. A valid driver's license minimum code B knowledge: Public Finance Management Act. Treasury Regulations, Financial Management Principles. Promotion of Access to Information Act. Project management principles. Strategic management principles. Performance management principle. Report writing. Stakeholder and customer relationship management principles.

**DUTIES** : Management of district accounts according to treasure regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no and Items. Ensure submission to for audit purpose. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g., overtime, fuel allowance, subsistence and travelling claims, resettlement, etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems, non-payment of ghost employees. Detect and prevent corruption. Plan and control district budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not reprioritization of activities to suit the current budget. Ensure monthly, quarterly, and annual monitoring of budget to avoid over and under expenditure and to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department

e.g., municipalities: license fees, Justice: traffic fines. Ensure correction & recording of revenue from taxi Operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury are met. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

- ENQUIRIES** : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)
- NOTE** : In terms of Departmental EE targets, preference will be given to African, Indian females, and African, Indian males are encouraged to apply.
- POST 31/127** : **DEPUTY DIRECTOR: ADMIN SUPPORT COORDINATION: ADMINISTRATION SERVICES REF NO: DOT 12/08/2024**
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive annual salary range)
- CENTRE REQUIREMENTS** : KWT  
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Public Administration/Administration/Public Management/Political Science/Development Studies. 3-5 years' relevant experience in the environment at Assistant Director Level. A valid driver's license minimum code Knowledge: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999 Treasury regulations.
- DUTIES** : Coordinate the planning process for the MEC Office: Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans Ensure that Office of MEC plans is guided by statistical evidence from research conducted by various organs of the state. Develop and implement records management Policies, File Plans, Strategies and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Coordinate the units and monitor compliance effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Provides a secretarial/receptionist support services to the Manager: Manage telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the Head. Obtain inputs, collates and compiles reports, e.g. Progress reports Monthly Reports Management reports. Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting. Facilitate identification of Head of office priorities for the MTEF. Consolidate the budget of the Head of office for submission to the Budget Office. Prepare In-year Monitoring report for the Office. Monitor Office spending pattern to curb under and overspending. Manage the allocated resources of the office of the Chief Director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and

		timeliness. Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/128</u></b>	:	<b><u>DEPUTY DIRECTOR (TECHNICAL ADMIN): TRANSPORT INFRASTRUCTURE – PROJECT MANAGEMNT &amp; PROFESSIONAL SERVICES REF NO: DOT 13/08/2024</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 per annum (Level 11), (all-inclusive annual salary range)
<b><u>CENTRE REQUIREMENTS</u></b>	:	KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration / Public Management. 3-5 years' relevant experience in the environment at Assistant Director Level. Short-term project management certificate would be an added advantage. A valid driver's license minimum code B. Knowledge: Knowledge: An understanding of the complete project life cycle from initial planning stages through to completion and records keeping. Contract management experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. High-level communication skills (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem-solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc.). Must be able to work independently, be self-motivated, responsible and reliable.
<b><u>DUTIES</u></b>	:	Rendering of technical support in respect of: (a) tender documentation (b) contract administration: Manage the quarterly performance reporting process, assist in preparing reports to the Government Structures. Manage the rendering of records management services. Manage the development of tender specifications. Coordinate the management of roads related contracts. Manage the development and submission of statutory reports for the Branch. Manage the audit process for the branch. Monitor the overall roads budget: Consolidate in year monitoring financial report. Monitor the expenditure of the programme and consolidate expenditure report. Manage the budgeting process for the branch. Ensure alignment of the budget with the strategic objectives of the branch. Monitor cash flow expenditure for the branch. Manage the financial and performance reporting for the branch. Coordinate Regional roads maintenance services Manage the allocated resource of the directorate: Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets. Maintain project files containing project progress, reports and submit reports on the progress of the Transport Infrastructure programme to monitoring evaluation directorate and other departmental directorates. Coordinate transport Infrastructure audit responses (internal and external audits)
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

<b><u>POST 31/129</u></b>	:	<b><u>DEPUTY DIRECTOR: SYSTEM DEVELOPMENT AND MAINTENANCE REF NO: DOT 14/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 – R 1 000 908 per annum (Level 11), all-inclusive annual salary range KWT National Senior Certificate, National Diploma (NQF Level6 as recognized by SAQA) in Information Technology (Systems Development)/ B. Degree (NQF level 7 as recognized by SAQA) in Computer Science or, recognized international certification or equivalent will be an added advantage. 3-5 years' relevant experience in the environment at Assistant Director Level. Proficiency in a variety of programming languages, including SharePoint, ASP.Net, Visual Basic, and Microsoft SQL. Excellent understanding of coding methods and best practices. Extensive relational database and operating systems experience with MS SQL. Thorough understanding of platforms such as Microsoft SharePoint, Microsoft DevOps, ASP.Net, MS Dynamic 365, and PowerApps. Solid working knowledge of current Internet technologies. Prior experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues. Hands-on experience developing test cases and test plans. A Valid Driver's License minimum code B. Knowledge: Knowledge of applicable data privacy practices and laws. Proficiency in a variety of programming languages, including SharePoint, ASP.Net, Visual Basic, Microsoft SQL. Excellent understanding of coding methods and best practices. Extensive relational database and operating systems experience with MS SQL. Thorough understanding of platforms such as Microsoft SharePoint, Microsoft DevOps, ASP.Net, MS Dynamic 365, PowerApps. Solid working knowledge of current Internet technologies. Prior experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues. Hands-on experience developing test cases and test plans. Knowledge of applicable data privacy practices and laws. Departmental Strategic Plan. ISS Policies. MISS.
<b><u>DUTIES</u></b>	:	Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications. Analyze and assess existing business systems and procedures. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Assist in defining software development project plans, including scoping, scheduling, and implementation. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Assist in defining software development project plans, including scoping, scheduling, and implementation. Conduct research on emerging application development software products, languages, and standards in support of procurement and development efforts. Liaise with vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues. Recommend, schedule, and perform software improvements and upgrades. Consistently write, translate, and code software programs and applications according to specifications. Write programming scripts to enhance functionality and/or performance of department's applications, as necessary. Design run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging. Administer critical analysis of test results and deliver solutions to problem areas. Generate statistics and write reports for management and/or team members on the status of the programming process. Develop and maintain user manuals and guidelines. Train end users to operate new or modified programs
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/130</u></b>	:	<b><u>CHIEF PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R552 081 – R 650 322 per annum (Level 10), (annual salary range) Sarah Baartman (Struandale) Ref No: DOT 15/08/2024 Alfred Nzo (District Office) Ref No: DOT 16/08/2024 National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management / Road Traffic and Municipal Police Management / Traffic Management / LLB / Public Management /Traffic Safety Management / Transport Management. 7 - 10 years' experience in Traffic Law Enforcement

		Field. 3 -5 years supervisory experience (SL7/8) in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.
<b><u>DUTIES</u></b>	:	Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (including goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, White males and African females are all encouraged to apply, although EE targets will differ from District to District as each District will use its District targets.
<b><u>POST 31/131</u></b>	:	<b><u>CHIEF PROVINCIAL INSPECTOR: DISTRICT TRAFFIC LAW ENFORCEMENT SERVICES REF NO: DOT 17/08/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R552 081 – R650 322 per annum (Level 10), (annual salary range) Joe Gqabi National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management / Road Traffic and Municipal Police Management / Traffic Management / LLB / Public Management /Traffic Safety Management / Transport Management. 7 - 10 years' experience in Traffic Law Enforcement Field. 3 -5 years of supervisory experience (SL7/8) in the environment. A valid driver's license minimum (code B). No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.
<b><u>DUTIES</u></b>	:	Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard

accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and given evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)
- NOTE** : In terms of Departmental EE targets, preference will be given to Coloured and White males, Coloured and White Females. People with Disabilities are all encouraged to apply.
- POST 31/132** : **CONTROL ENGINEERING TECHNICIAN GRADE A/B: IN-HOUSE CONSTRUCTION UNIT – CONSTRUCTION SITE MANAGEMENT REF NO: DOT 18/08/2024**
- SALARY** : Grade A: R522 741 - R598 158 per annum, (OSD)  
Grade B: R884 736 – R1 254 282 per annum, (OSD)  
NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
- CENTRE REQUIREMENTS** : In House Construction (Makhanda)  
National Senior Certificate, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Civil Engineering. Valid Registration with ECSA as a Professional Technician is Compulsory. A Valid Driver's License minimum code B. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.
- DUTIES** : Render technical services: Assist Engineers, Technologists and associates in field, technical site 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. Controlling of the information management system. 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. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.

<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured males are all encouraged to apply.
<b><u>POST 31/133</u></b>	:	<b><u>CHIEF ARTISAN: TRANSPORT INFRASTRUCTURE FLEET SERVICES</u></b>
<b><u>SALARY</u></b>	:	R455 223 – R519 084 per annum, (annual salary range), (OSD) R523 917 – R691 812 per annum (annual salary range), (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Artisans and related occupations.
<b><u>CENTRE</u></b>	:	Amathole Ref No: DOT 19/08/2024 OR Tambo Ref No: DOT 20/08/2024
<b><u>REQUIREMENTS</u></b>	:	Grade 10 with Trade Test Certificate, and Ten (10) years' post qualification experience required as an Artisan/ Artisan Foreman. A valid driver's license minimum code B. Knowledge: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills.
<b><u>DUTIES</u></b>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings, and procedures to incorporate new technology; and ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases; and Manage artisans and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management; and manage the commercial value add of the discipline-related activities and services. Continuous individual 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 technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical 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.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE target, preference will be given to Coloured and Indian females are all encouraged to apply, although EE targets will differ from District to District as each District will use its District targets.
<b><u>POST 31/134</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: DOT 21/08/2024</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Law (LLB/ Commercial Law), Forensic Investigation, Forensic Auditing, Internal Audit, Security Risk Management; BCom with Accounting and Auditing as a major. A CFE or CFP(SA) is an added advantage. Must be a registered member with the ACFE/ICFP. 3-5 years' supervisory experience in the environment (Level 7/8). A Valid Driver's License minimum code B. Knowledge: Public Finance Management Act (PFMA). - All other Applicable legislation and prescripts. Government programmes, DPSA Circulars and Treasury Instruction notes. Information management. All DPWI Policies and Procedures.
<b><u>DUTIES</u></b>	:	Assist to develop, manage and implement of the Anti-Corruption, Fraud and Ethics Management Strategies Policies and Plan in the Department: Perform the monitoring of operational and annual performance plans of the unit in line with the Ethics and Anti-Corruption Implementation Plan, Perform the review and development of Ethics Anti-Corruption and Fraud policies, strategy and plan in line with best practice, Draft reports on Ethics and Anti-Corruption to internal and external stakeholders and submit them to the Deputy Director for review. Assist in the promotion of ethics, and prevention of unethical conduct, fraud, corruption, maladministration and in the Department: Develop, Coordinate, and conduct a comprehensive Anti-Corruption, Fraud and Ethics



awareness programme for the Department, Perform research on best practices and new amendments and update on legislation in the Ethics Anti-Corruption and Fraud sphere, Coordinate and implement the Financial Disclosure process, Coordinate the RWOPS process, Manage, monitor, advise and report on conflict of interest matters encountered by, Manage and monitor all registers under this function, Provide consistent and expert fraud prevention advice to all employees of the department, Draft and prepare ethics and fraud prevention reports to the Deputy Director for review and escalation. Supervise the investigation of reported allegations of unethical conduct, fraud and corruption and monitor the implementation of the recommended actions: Assist in the drafting of the investigation policy and plans for each investigation enquiry, Develop and review investigation templates and procedures for continuous improvement in line with best practice, Independently coordinate and conduct forensic investigations in all reported cases of alleged fraud, unethical conduct, corruption and mal administration, Independently conduct lifestyle reviews and refer any red flags identified for lifestyle investigation and audits accordingly, Draft, prepare and review all forensic investigation reports conducted and submit to the Deputy Director for review, Provide support on all cases referred for prosecutions and disciplinary actions by being an expert witness on cases investigated by the Department, Analyse and apply legislation and policies to ensure compliance with legal framework for cases under investigation, Safeguard of investigation working papers and reports in line with relevant legislation and policy, Update and monitor all the cases recorded on a Case Management system, Liaise with all Law Enforcement Agencies on Corruption and Fraud referred for criminal prosecution, Liaise with Employee Relations on investigation reports and disciplinary processes, Assist in the management of investigation projects for insourced and outsourced cases, Assist in drafting of Terms of References for all outsourced investigation projects. Coordinate the ethics and fraud detection mechanisms as part of an overall Anti-Corruption and Fraud Strategy: Coordinate and facilitate fraud risk assessments on an annual basis at and Regions, Coordinate, analyse and monitor ethics risks as part of the department's system of risk management, Perform the monitoring of all fraud risks identified in terms of the Public Sector Risk Management Framework, Develop, prepare, and update monitoring templates to be used for tracking of the action plans to reduce fraud risks exposure, Coordinate the whistleblowing and reporting mechanisms in the Department, Implement Proactive and reactive fraud risk monitoring mechanisms for continuous improvement of the control environment, Participate and implement fraud incident and ad-hoc assignments emanating from emerging fraud risks detected in the monitoring process, Analyse management reports, internal audit, external audit reports and other reports from key stakeholders such as Provincial Treasury, PSC, DPSA, OTP and SCOPA for detection of key fraud matters that require attention, Draft and prepare fraud detection reports to the Deputy Director for reporting emerging fraud risks, fraud incidents and other matters. Supervise staff and resources within delegated function: Independently resolve problems, motivate and control staff under your custodianship, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for Investigation Practitioners, Provide mentorship services to all the trainees allocated under the Anti-Corruption and Fraud function, Supervise daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure the safekeeping of assets within your custody, Maintain high standards by ensuring that the team produces excellent work in terms of quality/quantity and timeliness, Supervise the leave, discipline, assets and report any matters that require attention to the Deputy Director.

- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)
- NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
- POST 31/135** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DOT 22/08/2024**
- SALARY** : R444 036 – R532 602 per annum (Level 09), (annual salary range)  
**CENTRE** : KWT  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6)/ B. Degree (NQF level 7) as recognized by SAQA in Public Administration / Business Management / Business Administration/ Strategic Management/ Monitoring & Evaluation/ Management. 3 years' supervisory experience in the environment at supervisory (Level 7/8). Postgraduate Diploma in M&E will be an added

<b><u>DUTIES</u></b>	: advantage. A valid driver's license minimum code B. Knowledge: Monitoring and Evaluation Processes. Facilitation and Commissioning of Evaluations. Research methodologies and processes. Reporting frameworks and procedures. Strategic Planning Process. Budgeting Process. Framework for Management of Performance Information. Framework for Strategic and Annual Performance Plans. Public Service Act, 1994. Public Service Regulations. Public Finance Management Act, 1999. Treasury regulations. GWM&E Framework. Data and Report analysis. Upright. Mature and professional conduct. Tactful and diplomatic in Self-motivated and success driven. Dedicated and hard working. Innovative thinker. Creative flair. Trustworthy. : Provide evaluation services. Develop and strengthen Evaluation services. Develop an evaluation agenda with timeframes. Develop impact indicator for the project success. Evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Evaluate overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards Provide monitoring services. Develop and strengthen monitoring and inspection services. Develop a departmental balance score card/monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational and annual performance plan. Monitor departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Develop monitoring indicator for project success. Monitor overall progress on achievement of results. Conduct project monitoring and site visits and produce monitoring report. Test of controls analysis. Provide reporting services: Produce monthly, quarterly and annual performance reports. Produce analysis reports on submitted performance reports. Manage the submission of performance reports. Provide results of monitoring and evaluation to influence the strategic plan of the department. Manage the development of reports on the impact of departmental projects, strategies, and policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to subordinates based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	: can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	: In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/136</u></b>	: <b><u>ASSISTANT DIRECTOR (OHS): TECHNICAL AND COMPLIANCE SUPPORT SERVICES REF NO: DOT 23/08/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R444 036 – R532 602 per annum (Level 09), (annual salary range) : Sarah Baartman : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Safety Management. SAMTRAC, ASHEPP, HIRA will be an added advantage. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). Registration with SACPCMP as a Professional Construction Health and Safety Officer. A Valid Driver's License minimum code B. Knowledge: Occupational Health and Safety including Basic Principles in Occupational Hygiene. Policies and Procedures relating to Construction Health & Safety. Knowledge of Risk Assessment and Road Safety Auditing.
<b><u>DUTIES</u></b>	: Ensure management of Construction Health and Safety (CHS) issues: Liaise with Departmental staff to plan CHS interventions. Ensure that Departmental and Outsourced projects are carried out in accordance with the OHS Act and Regulations. Oversee the actions of the appointed CHS agents. Arrange training programmes on the Act and Regulations for the various facets of the Department. Keep records of all CHS work both by appointed OHS Agents and internally. Render site inspection services: Conduct audits, site inspections. Attend to site meetings. Resolve issues that could negatively affect contracts and projects. Plan and design phases of the projects. Manage district PPE requirements. Conduct camp and workshop inspections. Manage road safety

audits: Conduct road safety audits. Deal with road signs complaints relating to road safety. Complete a Road Safety Audit report which includes Sight distance measurements (access and overtaking), Quality of road signs and road markings, Vehicle speeds, Deal with complaints from schools relating to Road safety. Conduct black spot investigations. Manage OHS issues: Investigate OHS incidents and accidents. Evaluation of safety files. Ensure all mining and OHS agreements (37.2) are signed to ensure legal compliance. Approve mining safe operation procedures (SOP) before contractor can start mining. Conduct mine inspection and audits. Noise monitoring. Perform OHS audits. Approve contractors OHS plan. Assist contractor with method statements, risk assessments, and safe work procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinate employees. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of personal assets.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to African, Indian females and African, Indian males are all encouraged to apply.

**POST 31/137** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING: REVENUE & DEBTORS REF.DOT 24/08/2024**

**SALARY** : R444 036 – R532 602 per annum (Level 09), (annual salary range)  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Financial Management/Accounting/BCom majoring in Accounting/Economics. 3-5 years' experience in the environment at a supervisory level (SL7/8). A Valid Driver's License minimum code B. Knowledge: PFMA. Budgeting. Financial Accounting. Performance management. Report writing. Interpersonal relations. Communication. Computer literacy. Analysing. Conflict management. Presentation skills. Working in a team. Knowledge of Public Finance Management, Public Service Legislation, Regulations and Policies. Provincial Treasury Directives, Basic Accounting Systems (BAS)/Principle. Performance Management development system, Basic accounting system and PERSAL. Public Service Act of 1994, Basic Conditions of Employment Act, 75 of 1997.

**DUTIES** : Rendering district financial planning - Coordinate review, analyse and quality assure the financial supporting information for planning purposes. Coordinate review of the necessary financial supporting documents required for the strategic and annual performance planning processes. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans for submission. Check and verify the supporting information for various financial planning processes. Coordinate and consolidate budget for the district – Review, analyse and quality assure the budget preparation process. Coordinate the preparation and consulting for MTEF Budget process, analyse, interpret, and implement the treasury guidelines for the estimates of expenditure. Develop consolidated district template for the collection of budget information from line functionaries. Monitor and avoid misallocations and ensure that journals are done where necessary. Ensure budget alignment with the annual performance plan, strategic plan, national and provincial spending priorities, analyse and implement the requirements for the monthly cash flow as prescribed by Treasury and recommend corrective action where required. Execute supervision during preparation and consultation in the implementation of the budget adjustments estimates process. Assess if shifting of funds/virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Monitor that all shifting is included in the adjustments budget. Ensure timeous reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Request reports on BAS monthly, complete consolidated and submit district In Year Monitoring for reporting. Timeous submission of relevant finance reports and documents to

finance manager and. Render revenue and debtors' collection management services. Implement departmental/district revenue collection plan. Ensure and monitor the collection of revenue in all revenue collection points. Coordinate and ensure payment of collected revenue to the departmental account by departmental revenue collection agents are done. Reconcile revenue collection from motor vehicle licences (PA 28 against BAS and NATIS). Supervise and ensure the reconciliation of revenue records. Prepare appointment letters for cashiers. Prepare appointment letters for cashiers. Maintain proper accounts and records of all municipal debts and prepare revenue cashflow for the year. Prepare reconciliation on debtors and ensure that all debtor's related matters are attended to. Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure). Monitor that all shifts/virements are included in the In Year Monitoring Reports. Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standard by ensuring that the team/section produces excellent work in terms of quality/quantity and timelessness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide necessary guidance and support and afford staff adequate training and development opportunities. Management of PMDS.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured Male and White males, Coloured and White females. People with Disabilities are all encouraged to apply.

**POST 31/138** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING: BUDGET & FINANCIAL PLANNING REF NO: DOT 25/08/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09), (annual salary range)  
: KWT  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Financial Management/ Accounting/B.Com. 3-5 years' relevant experience in the environment at a supervisory (Level 7/8). A Valid Driver's License minimum code B. Knowledge: PFMA. Budgeting. Financial Accounting. Performance management. Report writing. Interpersonal relations. Communication. Computer literacy. Analysing. Conflict management. Presentation. Working in a team.

**DUTIES** : Planning - Coordinate, review, analyse and quality assure the financial supporting information for planning purposes Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting - Coordinate, review, analyse and quality assure the budget preparation process: Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting - Coordinate, review, analyse and quality assure the management accounting reporting processes: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the allocated resources of the directorate in line with legislative and

		departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from the manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/139</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 26/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) Joe Gqabi National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Development Studies / Social or Community Development/Social Science/Public Administration or Public Management/ Project Management/Public Sector Monitoring and Evaluation/Civil Engineering. 3-5 years' relevant experience in the environment at a supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Applied Strategic thinking. Applying Technology Budgeting and Financial Management. Communication, Information management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
<b><u>DUTIES</u></b>	:	Identification of projects to be implemented. Facilitate creation of work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivery services that contribute towards poverty alleviation at community level. Conduct social facilitation and foster compliance with the EPWP policies, guidelines, norms and standards. Assess the impact of EPWP projects. Manage implementation of EPWP projects. Manage Creation work opportunities. Monitoring of targets monthly. Co-Ordination of EPWP Role Players and Monitoring of EPWP: Ensure that transportation projects are EPWP and labour intensive compliant. Ensure that inequalities such as gender, youth and people with disabilities are addressed through targeted employment on transportation infrastructure projects. Development of communities using infrastructure related projects: Management of quality and ensure compliance with standards and specifications. Promote and support affirmable business equity in the civil construction sector and sustainable business development. Ensure that project expenditure is controlled against the approved budget. Manage The Allocated Resources of The Department in Line with Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to People with Disabilities are all encouraged to apply.

<b><u>POST 31/140</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET, LOGISTICS AND DISPOSAL MANAGEMENT SERVICES REF NO: DOT 27/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) Chris Hani National Senior Certificate, National Diploma in Internal Auditing or Finance (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Supply Chain Management/ Asset Management services. 3-5 years' relevant experience in the environment at a supervisory (Level 7/8). A Valid Driver's License minimum code B. Knowledge: Asset management framework Asset management policy Asset administration Preferential Procurement Policy Framework Act Public Finance Management Act, 1999 Budget procedure Annual Performance Plan Strategic Planning Public Service Act, 1994 Basic Conditions of Employment Act, 75 of 1997
<b><u>DUTIES</u></b>	:	Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar-coded. Manage the movement of assets and the signing of transfer forms. Review asset description Management of disposal: Championing of disposal of assets NGOs for H/O & districts Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed. Consolidate asset register for all districts and H/O Performance of stock taking: Ensure that stock counting is done quarterly. Produce status report on the findings of sock taking. Implementation of policies to minimise risk of losses: Ensure that all stock items are reported and follow up is done. Ensure that all officials are aware of the loss control policies Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness Resolve problems of motivation and control with minimum guidance from manager Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured and Indian female are encouraged to apply.
<b><u>POST 31/141</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) Sarah Baartman Ref No: DOT 28/08/2024 Joe Gqabi Ref No: DOT 29/08/2024 National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Human Resources/Organisational Development/ Public Management/Public Administration/ Industrial Psychology/ Labour Relations/Human Resource Development/ Social Work/Social Science. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Public Service Code of Conduct. Grievance procedure. Planning and organizing. Report writing. Excellent interpersonal skills. Wellness policies and the effective execution thereon. Knowledge of therapeutic approaches appropriate to employee counselling. In-depth knowledge of EAP matters such as trauma debriefing, employee assessment and referral procedures. Conflict Management, Presentation, working in a team.
<b><u>DUTIES</u></b>	:	Provide Technical Support in the Management of Misconduct Cases: Investigate departmental misconducts. Formulate charges. Arrange for disciplinary hearings. Arrange for presiding official. Obtain report hearing. Submit findings of hearing for sanctioning of actions. Inform employee and implement final resolution. Provide Technical Support in the Management of Dispute Resolution and Grievance Process: Receive complaints before they become grievances and investigate complaints and mediate between the two parties. Receive, record grievances, and provide administrative support to the grievance procedure. Provide technical advice to both the employer and

employee for conciliation in dispute resolution. Facilitate and administer the process of arbitration between an employer and an employee. Resolve grievances through interviews, discussions, and explanations. Submit outcome for final approval and implementation. Educate employees on the grievance procedure and administer grievances and disciplinary procedures. Provide secretariat services to disciplinary hearings and prepare documentation for arbitration and conciliation cases. Implementation of EAP policy and related programmes: Manage and coordinate implementation of employee assistance programme. Establish partnerships with professional bodies. Manage referrals to professional bodies. Ensure that EAP services are known throughout the department. Implementation of SHE programme: Manage establishment of SHE committees at the district. Ensure that the department is compliant with the OHS Act. Attend to issues of non-compliance raised by the Department of Labour. Ensure that all necessary occupational health and safety equipment is available and in working order. Ensure that issues raised by the SHE committee are attended to. Provide performance management and development services. Implementation of HIV and AIDS programme: Develop and coordinate implementation of a departmental HIV and Aids programme. Ensure that HIV and Aids awareness is strengthened in the department. Liaise with relevant stakeholders regarding HIV and Aids initiatives and interventions. Manage the allocated resources of the Sub-Directorate in line with Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential and provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervisees. Manage daily employee performance and ensure timely Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White, African males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

**POST 31/142** : **ASSISTANT DIRECTOR (HIV & AIDS): EMPLOYEE HEALTH AND WELLNESS REF NO: DOT 30/08/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09), (annual salary range)  
: KWT  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Social Sciences majoring in Social Work/ Psychology/Industrial Psychology 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Employee health and wellness programmes. Counselling skills. Life skills. Communication skills. Presentation skills. Report writing skills. Meeting Procedures. Self-organization. Resource Management. Conflict Resolutions.

**DUTIES** : Assist in the implementation of EAP policy and related programmes: Manage and coordinate implementation of employee assistance programme. Establish partnerships with professional bodies. Manage referrals to professional bodies. Ensure that EAP services are known throughout the department. Implementation of HIV And AIDS programme. Develop and coordinate implementation of a departmental HIV and Aids programme. Ensure that HIV and Aids awareness is strengthened in the department. Liaise with relevant stakeholders regarding HIV and Aids. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of

	:	all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/143</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DOT 31/08/2024</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. National diploma (NQF level 6), B. Degree (NQF level 7) as recognised by SAQA in Security Management/ Policing /Public Administration/ Public Management. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's licence minimum code B. Knowledge: Security Policies. National Intelligent Agency (NIA) procedures. Security vetting processes. Risk Management and Control. Security Investigations and Report writing. Statistics pertaining to security matters. Security Information Systems. Emergency Planning. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Public Finance Management Act, 1999. Performance Management Principles.
<b><u>DUTIES</u></b>	:	Provide security management services. Monitor adherence to implementation of Minimum information and Security Standards (MISS) and Minimum Physical and Security Standards (MPSS). E.g. Documents, personal, computer, personnel security and other assets. Administer and monitor the implementation of security operating measures e.g. access control, key control etc. Conduct investigations on security breaches. Conduct awareness sessions on security management imperatives and facilitate safety aspects during special events. Facilitate vetting and pre-employment screening. Manage the allocated resources of the department in line with the legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information including IYM as expected from internal and external stakeholders. Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employment performance and ensure timely Performance Assessments for all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/144</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENSES AND PERMITS</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<b><u>CENTRE</u></b>	:	Sarah Baartman Ref No: DOT 32/08/2024 Amathole Ref No: DOT 33/08/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. National Diploma (NQF level 6), B-Degree (NQF level 7). Transport Management/ Transport Economics/ Public Administration/Public Management / Communication. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's licence minimum code B. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. National Land Transport Act. National Public Transport Regulations. National.



<b><u>DUTIES</u></b>	:	Manage the walk-in centre: Monitor the operations of the walk-in centre. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in centre is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. Manage the revenue generated through operator licenses and permits: Manage the handling of cash in line with treasury regulations. Encourage clients to explore the use of bank card payment systems to minimize risk of handling huge amounts of cash. Facilitate the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards by cashiers and cash handling office. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, Indian, Coloured males and Indian, African, Coloured, White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/145</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENSES AND PERMITS REF NO: DOT 34/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) Joe Gqabi National Senior Certificate. National Diploma (NQF level 6), B-Degree (NQF level 7). Transport Management/ Transport Economics/ Public Administration / Public Management / Communication. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's licence minimum code B. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. National Land Transport Act. National Public Transport Regulations. National.
<b><u>DUTIES</u></b>	:	Manage the walk-in centre: Monitor the operations of the walk-in centre. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in centre is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and

<b><u>ENQUIRIES</u></b>	:	ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to White, Coloured males and Coloured, White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/146</u></b>	:	<b><u>ASSISTANT DIRECTOR: ABNORMAL PERMITS- PUBLIC TRANSPORT REGISTRATION OPERATING LICENCE AND PERMIT REF NO: DOT 35/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Management / Transport Economics / Public Administration / Public Management. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: National Land Transport Strategic Framework Provincial Land Transport Strategic Framework Department service delivery principles PSR, PFMA, PSA Departmental Strategic Planning. Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Provincial Public Transport Master Plan.
<b><u>DUTIES</u></b>	:	Facilitate the provision of road based public transport registration services. Coordinate the management of the walk-in centre. Coordinate the processing of applications for operating licences. Ensure compliance with standard operating procedure and service standards. Identify challenges and come up with possible solutions. Coordinate the activities of the Provincial Regulatory Entity (PRE). Receive and process PRE appeals coming from unsuccessful applicants. Monitor operator compliance with public transport legislation and regulation. Manage the processing of traffic law exemptions and with public transport legislation and regulation. Manage the processing of traffic law exemptions and permits. Coordinate the collection of revenue from public transport operator's walk-in centres. Coordinate introduction of efficient methods of payment to minimize risk of fraud and corruption. Monitor the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/ quantity and timeliness. Resolve problem of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance, support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/147</u></b>	:	<b><u>SAFETY MANAGER: CIVIL AVIATION SERVICES REF NO: DOT 36/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) Mthatha Airport National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Disaster/ Business Management and Safety Management. 3-5 years' supervisory experience in the environment at (Level 7/8). A valid driver's license minimum code B. Knowledge: Civil Aviation Regulation Part 110, Cargo Regulation Part 108, Occupational Health and Safety. Public Service Regulations.
<b><u>DUTIES</u></b>	:	Implement airport safety Standards as per CAA requirements: Conduct safety inspections. Recommend safety interventions. Evaluate effectiveness of implemented safety measures and recommend areas for improvement. Communicate with stakeholders and tenants around implementation of safety measures. Ensure good balance between business objectives and safety

objectives: Develop and update annually safety program. Develop safety standard operating procedures for tenants. Conduct safety workshops with stakeholders and business fraternity. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

**POST 31/148** : **ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO: DOT 37/08/2024**  
Re-advertisement

**SALARY** : R444 036 – R532 602 per annum (Level 09), (annual salary range)  
**CENTRE** : Traffic Infringements Management Services – KWT  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / bachelor's degree (NQF Level 7) as recognized by SAQA in Information Systems/ Information Technology/B.Sc. Computer Science with Information Systems/ as a major subject. Certifications in Security, understanding traffic management systems will be an added advantage. 3-5 years' supervisory experience in the environment at Salary level 7/8 and data analysis. A valid driver's license minimum code B. Knowledge: Porting and extraction of data from the software systems, intrusion detection systems, anti-virus software, data encryption, and other industry-standard techniques and practices. In-depth technical knowledge of network, PC, and platform operating systems. Working technical knowledge of current systems software, protocols, and standards. Strong knowledge of TCP/IP and network administration/protocols. Hands-on experience with devices such as hubs, switches, and routers. Knowledge of applicable practices and laws relating to data privacy and protection. Knowledge of law enforcement practices and procedures.

**DUTIES** : Produce and develop analysis reports with recommendations for interventions, research and propose technology systems and equipment for management of traffic information and law enforcement. Implement, maintain, and oversee enforcement of policies, procedures, and associated plans for systems, security administration and user system access based on industry-standard best practices. Design and implement disaster recovery plan for operating systems and databases. Assess need for any security reconfigurations (minor or significant) and execute them if required. Conduct research on emerging products, services, protocols, and standards in support of security enhancement and development efforts. Manage and ensure the security of databases and data transferred both internally and externally. Design, perform, and/or oversee penetration testing of all systems to identify system vulnerabilities. Design, implement, and report on security system and end user activity audits. Monitor server logs, firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity. Interpret activity and make recommendations for resolution. Manage and monitor SLA's or contracts with service providers and / or entities regarding the outsourced and or transversal systems. Manage budget, human resources, assets and all other general administration in the office.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

<b><u>POST 31/149</u></b>	:	<b><u>ASSISTANT DIRECTOR: NATIONAL TRAFFIC INFORMATION SYSTEMS (NATIS) REF NO: DOT 38/08/2024</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / bachelor's degree (NQF Level 7) as recognized by SAQA in Information Systems/ Information Technology/ B.Sc. Computer Science with Information Systems as a major subject. Certifications in Security +, Server Security will be added advantage. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Broad hands-on knowledge of firewalls, intrusion detection systems, anti-virus software, data encryption, and other industry-standard techniques and practices. In-depth technical knowledge of network, PC, and platform operating systems, including e-Natis. Working technical knowledge of current systems software, protocols, and standards. Strong knowledge of TCP/IP and network administration/protocols. Hands-on experience with devices such as hubs, switches, and routers. Knowledge of applicable practices and laws relating to data privacy and protection. Knowledge of law enforcement practices and procedures.
<b><u>DUTIES</u></b>	:	Develop, implement, maintain, and oversee enforcement of policies, procedures, and associated plans for system security administration and user system access based on industry-standard best practices. Design and implement disaster recovery plan for operating systems, databases, networks, servers, and software applications. Assess need for any security reconfigurations (minor or significant) and execute them if required. Keep current with emerging security alerts and issues. Conduct research on emerging products, services, protocols, and standards in support of security enhancement and development efforts. Deploy, manage, and maintain all security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems, and anti-virus software. Administer and maintain end user accounts, permissions, and access rights. Manage connection security for local area networks, the company web site, the company intranet, and e-mail communications. Manage and ensure the security of databases and data transferred both internally and externally. Design, perform, and/or oversee penetration testing of all systems to identify system vulnerabilities. Design, implement, and report on security system and end user activity audits. Monitor server logs, firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity. Interpret activity and make recommendations for resolution. Recommend, schedule (where appropriate), and apply fixes, security patches, disaster recovery procedures, and any other measures required in the event of a security breach. Download and test new security software and/or technologies. Perform system backups. Provide on-call security support to end-users. Manage and/or provide guidance to junior members of the team.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/150</u></b>	:	<b><u>ASSISTANT DIRECTOR: SOCIAL FACILITATION REF NO: DOT 39/08/2024</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Community Development/ Social Science. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A Valid Driver's License minimum code B. Knowledge: Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project/Management. Strategic Management. Motivational. Conflict Resolution/Problem Solving.
<b><u>DUTIES</u></b>	:	Coordination Social Facilitation Services: Assist in the development of Social Facilitation framework. Facilitate the introduction of Departmental projects to all the relevant stake holders. Facilitate the establishment of Project Steering Committee (PSC) structures. Facilitate the process of appointment of

Community Liaison Officer (CLO) and record keeping. Facilitate the introduction of PSC members and CLOs to the relevant stake holders. Attend monthly meetings and perform secretarial duties. Assist in the development of local skills database and updating thereof. Facilitate the process of training of all PSC Members in skills of conducting meetings. Monitor formation of a labour desk. Coordinate Stakeholder Management Services: Manage and encourage maintenance of stakeholder management relations. Manage adherence and compliance to Government Policies. Monitor the implementation of community-based programmes, such as: Training, EPWP, Emerging contractor development. Manage the monitoring and evaluation services including progress measurement. Conduct planning around stakeholder relations. Manage process of communication amongst stakeholders. Facilitate acquisition of land for project development. Manage The Allocated Resources of The Directorate in Line With Legislative And Departmental Policy Directives And Comply With Corporate Governance And Planning Imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

**POST 31/151** : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 40/08/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09), (annual salary range)  
: Alfred Nzo  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Development Studies / Social or Community Development/Social Science/Public Administration or Public Management/Management/Project Management / Public Sector Monitoring and Evaluation/Civil Engineering. 3-5 years' relevant experience in environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Applied Strategic thinking. Applying Technology Budgeting and Financial Management. Communication, Information management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

**DUTIES** : Facilitate creation of work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services that contribute towards poverty alleviation at community level. Conduct social facilitation and foster compliance with the EPWP policies, guidelines, norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors. Assess the impact of all EPWP projects. Manage implementation of EPWP projects. Consultation with communities and Municipalities. Community mobilization. Social Facilitation. Project Management Creating Education, Training and Development Opportunities: Drive projects that focus in provision of opportunities to tertiary students doing transportation related studies. Coordinate training workshops. Ensure that training programs are aligned with labour intensive methods. Liaise with contractors, consultants and stakeholders on training related issues. Ensure that training and learnership programmes are implemented in transportation infrastructural projects. Setting of training centres. Ensure the involvement of Provincial FETs in the in-service training of students and technical personnel in labour intensive training. Co-Ordination of EPWP Role Players and Monitoring of EPWP: Ensure that transportation projects are EPWP and labour intensive compliant. Ensure that inequalities such as gender, youth and people with disabilities are addressed through targeted employment on transportation infrastructure projects. Assist districts in planning, implementation, monitoring and evaluation of projects. Assess impact of programmes and projects implemented by the department and give advice where necessary. Development Of Communities Using Transportation Related

Projects: Management of quality and ensure compliance with standards and specifications. Promote and support affirmable business equity in the civil construction sector and sustainable business development. Ensure that developed training programmes for emerging contractors are implemented. Ensure that project expenditure is controlled against the approved budget. Manage The Allocated Resources of The Department in Line with Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to White males and African females are all encouraged to apply.

**POST 31/152** : **ASSISTANT DIRECTOR: TECHNICAL ADMINISTRATION AND COMPLIANCE SUPPORT SERVICES REF NO: DOT 41/08/2024**  
Re-advertisement

**SALARY** : R444 036 – R532 602 per annum (Level 09), (annual salary range)  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management/Management. 3-5 years' relevant experience in the environment at supervisory level (Level 7/8). A valid driver's license minimum code B. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.

**DUTIES** : Provide Administrative support services: Monitor the implementation of road policies, norms and standards. Ensure compliance to PFMA, OHS and other applicable Acts/Regulations. Coordinate and compile Transport Infrastructure performance reports. Manage admin staff on Transport Infrastructure programme. Provide financial and procurement support services: Render technical support in provision of effective contract management. Provide effective client services: Maintain public complaints database. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Office of the DRE. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to African males and African females are all encouraged to apply, including People with Disabilities.

**POST 31/153** : **ASSISTANT DIRECTOR: BUSINESS ANALYST REF NO: DOT 42/08/2024**

**SALARY** : R444 036 – R532 602 per annum (Level 09), (annual salary range)  
**CENTRE** : KWT  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6 as recognized by SAQA) in Information Technology/Information Management/Financial Information Systems or B. Degree (NQF Level 7 as recognized by SAQA) in BSc (Computer Science)/ B Com. (Informatics/Information

Management/Business Science). 3-5 years' experience in business analysis and/or business process management and business process engineering/reengineering, of which 2 years of work experience in managing ICT related projects at supervisory level (Level 7/8). Certification in TOGAF, PMP will be an added advantage. A valid driver's license minimum code B. Knowledge: Business Analysis Methodologies (BABOK). Business Process analysis, design, modelling. Process modelling tools such as MS Visio (BPMN), ARIS, etc. System Modelling/Use-Case Modelling (UML). System User Interface and Conceptual Database Design. Systems Development Life Cycle (SDLC) methodologies. Project Management Principles and Methodologies (PMBOK). Software Testing (Test script and test report development). Customer service orientation, result orientation, conflict resolution and negotiation skills. Time management, communication (written, verbal/presenting and listening). Creativeness, innovation, stress management, assertiveness. Business writing skills, presentation and facilitation skills.

**DUTIES** : Produce Business Case that defines the scope, cost and time and documents the benefits and the related financial value that the project/work request will deliver. Define and design business solutions that meet customer requirements. Document as-is and to-be business processes. Perform efficient and effective Joint Application Development (JAD) facilitation with relevant project stakeholders including vendors. Analyse and define Business requirements. Develop Functional Specification Documents. Develop system change request documents. Defines and creates test plans, test scripts, and test procedures based on requirements. Conduct testing, and analyses test results recommending corrective action if required. Perform system training. Management and coordination of projects and activities to ensure that output is delivered within time, budget and set quality standards. Develop and maintenance of strong customer relationship management with external and internal stake holders.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

**POST 31/154** : **SENIOR STATE ACCOUNTANT: REVENUE & DEBTORS REF NO: DOT 45/08/2024**

**SALARY** : R376 413 - R443 403 per annum (Level 08), (annual salary range)  
**CENTRE** : Amathole  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3 / Public Management / Public Administration. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Skills: Problem solving skills. Computer literacy. Accounting.

**DUTIES** : Conduct debt recovery services: Obtain details of all outstanding salary related debts, investigation non-deductions in PERSAL and take corrective action. Follow up and trace all debtors that do not pay and resolve in terms of Debtors Policy. Institute claims against pension and leave gratuity benefits. Compile submission for write-offs of irrecoverable debts. Monitor reconciliation of debt account and compile monthly reports on the status of debts. Preparation and reconciliation of schedule of debtors: Take-on of all debts and capture them in BAS. Draw PERSAL reports weekly to ensure all overpaid salaries are reversed and notify relevant effecting reversals. Maintain register of all interdepartmental debts and follow up including confirmation letters i.t.o. monthly and year end requirements. Ensure all monies received from debtors and leave gratuities are allocated correctly. Monitor the following accounts: Debt account, Debt suspense account, Debt receipt control, Pension recoverable. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

**ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian males are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/155</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 46/08/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range) Joe Gqabi National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in the environment at supervisory level. At least a certificate in General principles of BAS, A certificate for Introduction to PERSAL. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management, Public Service Legislation, Regulations and Policies. Provincial Treasury Directives, Basic Accounting Systems (BAS)/Principle. Performance Management development system, Basic accounting system and PERSAL. Public Service Act of 1994, Basic Conditions of Employment Act, 75 of 1997. PERSAL System. Good communication skills (verbal and written). Computer literate. Conflict Resolution. Customer and quality Management. Problem Solving and interpersonal relations. Resource Management. Be able to work in a team.
<b><u>DUTIES</u></b>	:	Coordinate the reconciliation of accounts. Ensure a proof of payment is sent every month to suppliers to be reconciled monthly. Ensure that statements are received to check paid and unpaid accounts. To keep track of outstanding accounts. Ensure reporting for expenditure is done. To ensure that all invoices are paid up timely. Oversee claims of the district and financial losses of the district. Consolidate report for fruitless expenditure. Consolidate register for all outstanding payments. Scrutinize payments, ensure they are signed by all relevant signatories and banking details are corresponding to service providers. Ensure that claims are correct. Coordinate payment of creditors. Receive invoices with orders from Supply Chain/Logistics, compile, check and verify the vouchers and submit for approval. Capture, pre-authorize and final authorize payments on logis considering the segregation of duties. Update invoice tracking register after every run. Produce BAS/Logis reports and analyses payment information. Print payment stubs from BAS. Monitor the scanning and submission of payment vouchers to and ensuring proper safe keeping of the payment records thereof. Verify correctness of supporting document before approving any payments. Also assist with Budget related matters as well as IYM requirements and compilation of the Perform ad hoc duties as assigned from time to time. Coordinate the payment of Salaries related claims. Capture, approve and authorize all employee related claims, on Persal considering the segregation of duties. Perform reconciliation of salary accounts, follow up on outstanding transaction and those on suspense file. Reporting on employee related accruals and payables quarterly. Provide responses/information on employee debts of the department and on salary overpayment when required. Supervision of the allocated resources of the Sub-directorate and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from assistant manager. Delegate functions to subordinates based on individual potential, provide the necessary guidance, support, afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees under your supervision. Manage daily employee performance and ensure timely Performance Assessments of all subordinates under your supervision. Ensure supervision, maintenance, and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, White males and Coloured, White females, including People with Disabilities are all encouraged to apply.
<b><u>POST 31/156</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range) Sarah Baartman Ref No: DOT 47/08/2024 Alfred Nzo Ref No: DOT 48/08/2024



<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation/ Bcom Business Management/ Financial Management with Accounting 3 / Financial Information Systems. 1-2 years' relevant experience in the environment at supervisory level. BAS certificate compulsory. A valid driver's license minimum code B. Knowledge: Internal Audit Manual and Methodology. Public Finance Management Act (PFMA), Basic Accounting System (BAS). Public Finance Management Act. Treasury Regulations. An in-depth understanding of the budget process. Skills: Computer literacy (Office and BAS,). Minutes and Report writing. Ability to meet deadlines. Good verbal and written communication skills. Analytical and problem-solving skills. Ability to work as a team and under pressure. Problem solving skills.
<b><u>DUTIES</u></b>	:	Supervise Collation and consolidation of budget inputs from programmes during the budgeting process. Supervise and assist assigned programmes with planning and costing of activities by using appropriate tools. Supervise collection and consolidation of all budget information and inputs from programmes. Supervise the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Supervise monitoring of expenditure and advise on discrepancies: analyse expenditure patterns and generate reports. Advise Programmes to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Supervise assistance in the compiling of IYM. Supervise performance and management of administrative related functions, which include the following: Contribute to compilations of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, Indian, Coloured males and African, Indian, White & Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/157</u></b>	:	<b><u>SENIOR PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REF NO: DOT 49/08/2024 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range) Amathole
<b><u>DUTIES</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Management / Development Studies / Social Science / Community Development / Monitoring and Evaluation / Project Management. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Project management principles. PFMA. Meeting procedures. Report writing. Stakeholder and customer relationship management. EPWP principles and guideline. Project conceptualisation. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Project Management. Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian male are all encouraged to apply, including People with Disabilities.

**POST 31/158** : **SENIOR SOCIAL FACILITATOR: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 50/08/2024**

**SALARY** : R376 413 - R443 403 per annum (Level 08), (annual salary range)  
**CENTRE** : Sarah Baartman

**REQUIREMENTS** : National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management / Community Development / Social Science. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving. Computer literate (Word, Excel, PowerPoint, Outlook).

**DUTIES** : Render social facilitation services: Assist in the implementation of Social Facilitation programme. Introduction of Departmental projects to all the relevant stakeholders. Establish Project Steering Committee (PSC) structures. Facilitate appointment of Community Liaison Officer (CLO). Introduce PSC members and CLOs to the relevant stakeholders. Attend monthly meetings and perform secretarial duties. Develop local skills database and maintain it. Organise training of all PSC Members in skills of conducting meetings. Facilitate establishment of a labour desk. Provide Stakeholder Management Services: Maintain stakeholder management relations. Ensure adherence and compliance to Government Policies. Monitor the implementation of community-based programmes, such as: Training, EPWP, Emerging contractor development. Monitor and evaluate. services including progress measurement. Conduct planning around stakeholder relations. Facilitate acquisition of land for project development. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.

**POST 31/159** : **PRINCIPAL ROAD SAFETY OFFICER: TRANSPORT SAFETY REF NO: DOT 51/08/2024**

**SALARY** : R376 413 - R443 403 per annum (Level 08), (annual salary range)  
**CENTRE** : KWT

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Road Safety Education / Development Studies / Communication / Public Relations / Project Management / Public Management / Public Administration / Policy Studies. preference will be given to. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Road Safety Act. National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles.

**DUTIES** : Effective implementation of road safety programs: Mobilise communities for participation in road safety councils. Coordinate meeting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Coordinate road safety education school debates in the district. Monitor scholar patrol services in the district. Identify road safety awareness campaigns targeting rural farmers/stock owners. Mobilise participants to the driver of the year completion. Effective implementation of road safety projects: Organise road safety education campaigns during National Arrive Alive Campaign. Identify junior traffic testing centres projects. Identify road safety youth development projects. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key

<b><u>ENQUIRIES</u></b>	:	performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/160</u></b>	:	<b><u>SENIOR OD PRACTITIONER: CHANGE MANAGEMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: DOT 52/08/2024</u></b>
<b><u>SALARY</u></b>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Organisational Development / Industrial Psychology/ Management Services/Work Study. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Service Delivery Improvement Plan Template. Public Service Regulations. Public Service Act, 1994. Treasury Regulations. Public Finance Management Act, 1999. Strategic planning. Report writing. Batho Pele principles.
<b><u>DUTIES</u></b>	:	Facilitate implementation of change management initiative: Participate in the development of the change management framework, facilitate introduction of change management projects to senior managers, Provide support to program and sub-program managers in the implementation of change management programs. Implement business process improvement initiatives: Coordinate identification of business processes to be improved, Develop a list of business processes to be improved on annual basis, Liaise with process owners to secure dates for business process maps development sessions, Facilitate sitting of business process mapping sessions, Conduct business process mapping exercise, Facilitate approval of draft business process maps, Keep record of approved business process maps, Implement identified projects towards Batho Pele revitalization strategy, Distribute and collect customer satisfaction survey, Assist in the implementation of innovation and knowledge management projects. Provide service standards and service charter services: Facilitate development of service standards by business units, Facilitate consultation of draft service standards with external stakeholders, Facilitate approval of service standards, Monitor implementation of service standards, Participate in the development of service standards implementation report, Develop service delivery charter, Facilitate approval of the service delivery charter, Organise publication of departmental service charter, Participate in the development of the service delivery improvement plan. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the supervise produces excellent work in terms of quality/quantity and timelines, Resolve problems of motivation and control with minimum guidance from supervisor, Delegate functions to supervise based on individual potential and provide the necessary guidance and support and afford adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervise, Manage daily employee performance and ensure timely Performance Assessments of subordinate, Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/161</u></b>	:	<b><u>SENIOR HRD PRACTITIONER: HUMAN RESOURCES DEVELOPMENT REF NO: DOT 53/08/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Management of Training / Industrial Psychology / Public Management / Public Administration. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Skills development framework. Skills levy. Processes, methods and techniques of

		HRD. National qualification framework and national skills development strategy. Government policies and legislative framework in line with HRD. Computer literacy. Writing of reports.
<b><u>DUTIES</u></b>	:	Coordinate the development of workplace skills plan: Ensure that all work plan agreements that are submitted have a PDP. Identify training needs from PDPs submitted by sub-directorates. Consolidate training needs and compile a training Plan for the implementation of the Workplace Skills Plan. Notify staff and their supervisors when they are nominated for a particular training course. Coordinate logistical arrangements for identified training. Coordinate Annual Training reports, Coordinate training report on utilization of the 1%skills development levies, Facilitate filling in of pre-course and post-course forms by incumbents nominated for a particular course as well as their supervisors. Keep statistics of all staff trained in the district office and produce training report. Monitor and evaluate the impact of training implemented. Coordinate the implementation of PMDS: Ensure that all staff have workplan agreements by the beginning of each financial year. Conduct validation of all submitted workplan agreements. Provide feedback to directorates around the quality of their workplan agreements. Assist directorates with development of quality workplan agreements. Capture all submitted work plan agreements in PERSAL on receipt. Facilitate submission of performance reviews per each semester. Facilitate submission of assessment documents Coordinate sitting of the PMDS committee to finalise assessment cases. Coordinate payment of finalised cases. Produce all PMDS statutory reports Coordinate sitting of an appeals committee. Ensure that outcomes of an appeals committee are implemented. Provide support and participate in the recruitment of Artisans, Learners, Traineeship, and Interns. Coordinate placement of Learners. Trainees and Interns in the platform. Monitor and guide utilization and the development of Learners. Trainees and Interns. Financial management for Learnership and Internship Programme. Coordinate and consolidate provincial reports as far as Learnership, Traineeships and Internship programme is concerned. Manage student's files. Manage and Process Payment of Student Fees to Universities. Attend to Career Exhibitions and Marketing of the Department of Transport Career fields to the schools and the community. Liaise with Universities and students to attend to day-to-day student queries. Keep records of Bursary Defaulters. Assist in Office Administration. Responsible for supervision of staff. Assist in the management of the Bursary Programme. Compile and submit necessary reports.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/162</u></b>	:	<b><u>ROADS SUPERINTENDENT: CONSTRUCTION SITE MANAGEMENT – CONSTRUCTION UNIT REF NO: DOT 54/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range) In House Construction (Makhanda) National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Civil Engineering/ Construction Management qualification. At least three years' experience in road construction (Upgrade, Heavy/ Light Rehabilitation and new constructions. Registration as a candidate Engineering with the Engineering Council of South Africa (ECSA) will be an added advantage. 1-2 years' relevant experience in the environment at supervisory level. A Valid Driving license minimum code B. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<b><u>DUTIES</u></b>	:	Overall supervision of road construction site activities: scheduling of work - accountable for following project plans and schedules and ensuring the construction team's daily and weekly activities meet production goals related to road construction. Coordination of resources: plant, people, materials, equipment; facilitate a safe work culture and is accountable for the safety of the construction team and must understand the legal liability of the role. Ensuring the construction team applies the standards for safe working conditions and is fit for work each day: accountable for ensuring that the completed work meets standards and for recommending work processes that will improve productivity and product quality. Administration: accountable for the preparation of reports as required by the seniors.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>

<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/163</u></b>	:	<b><u>SURVEY TECHNICIAN GRADE A/B&amp;C: IN HOUSE CONSTRUCTION – CONSTRUCTION SITE MANAGEMENT REF NO: DOT 43/08/2024</u></b>
<b><u>SALARY</u></b>	:	Grade A: R371 253 – R396 522 per annum, (OSD) Grade B: R419 325 – R449 079 per annum, (OSD) Grade C: R472 812 – R556 080 per annum, (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
<b><u>CENTRE REQUIREMENTS</u></b>	:	In House Construction (Makhanda) National Senior Certificate, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Surveying. Valid Registration with PLATO/SAGC as a Survey Professional Technician is Compulsory. A Valid Driver's License minimum code B. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgment.
<b><u>DUTIES</u></b>	:	Surveyed land before construction took place. Recording results or surveys. Measuring distances between boundary lines. Render Survey services. Surveying of In-House Construction Roads. Assist in drawing up Survey Plans for Directorate. Provision of Cadastral Services. Assist Engineers, Technologists and associates in field, technical site 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. Controlling of the information management system. 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. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/164</u></b>	:	<b><u>ENGINEERING TECHNICIAN (MECHANICAL) GRADE A/B&amp;C: IN HOUSE CONSTRUCTION – CONSTRUCTION SITE MANAGEMENT REF NO: DOT 44/08/2024</u></b>
<b><u>SALARY</u></b>	:	Grade A: R371 253 – R396 522 per annum, (OSD) Grade B: R419 325 – R449 079 per annum, (OSD) Grade C: R472 812 – R556 080 per annum, (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
<b><u>CENTRE REQUIREMENTS</u></b>	:	In House Construction (Makhanda) National Senior Certificate, National Diploma in Mechanical (NQF 6) / B. Degree (NQF 7 as recognized by SAQA) in Mechanical. Valid Registration with ECSA as a Professional Technician is Compulsory. A Valid Driver's License minimum code B. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.
<b><u>DUTIES</u></b>	:	Consistently apply Safety & Health principles in all team interactions and take personal responsibility for safety of self and others to ensure zero harm and elimination of fatalities. Identify specific risks within working area and adhere to discipline-specific plans/systems to avoid these risks. To ensure the equipment/machinery is tested for functionality and safety before being returned to production. Build, manage and maintain healthy relations with stakeholders to Technical Standards. Contribute to the development of the Department budget. Identify any opportunities for improved cost management and either address these or raise them with your supervisor, as appropriate. To

		ensure that the allocated area is always clean & good housekeeping practices are applied to ensure a hazard-free environment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/165</u></b>	:	<b><u>ENGINEERING TECHNICIAN (CIVIL): TRANSPORT INFRASTRUCTURE MAINTENANCE</u></b>
<b><u>SALARY CENTRE</u></b>	:	Grade A: R371 253 – R396 522 per annum, (OSD) Sarah Baartman Ref No: DOT 55/08/2024 Alfred Nzo Ref No: DOT 56/08/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree ((NQF Level 7 as recognized by SAQA) in Civil Engineering. Registration with ECSA as a Professional Civil Engineering Technician is compulsory. 3 years post qualification technical experience in construction or maintenance of roads. A valid driver's license minimum code B. Knowledge: Departmental service delivery principles. PSR, PFMA, PS. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Knowledge of collective bargaining Procurement directives.
<b><u>DUTIES</u></b>	:	Render civil/structural engineering services: Assist the Engineer with technical activities, Promote safety in line with a statutory and regulatory requirement, Evaluate existing maintenance technical manuals, standards drawings, and procedures, Produce technical designs with specification, Assist in managing the execution of the maintenance strategy, Assist to set the engineering maintenance standards, specifications, and service levels according to organisational objectives to ensure optimum operational availability, Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives, Collect and analyse data on use of utilities by health facilities, Undertake research and engineering designs. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance, and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African, Indians, Coloured males and African, Indians, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/166</u></b>	:	<b><u>ENGINEERING TECHNICIAN: IN-HOUSE TRANSPORT INFRASTRUCTURE MAINTENANCE SERVICES SPECIAL MANTAINANCE REF NO: DOT 57/08/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	Grade A: R371 253 – R396 522 per annum, (OSD) Chris Hani
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or National Diploma (NQF level 6 or 7 as recognised by SAQA) in Civil Engineering, must be registered with ECSA as a professional Engineering Technician, must have 3 years of experience in Construction and Road Maintenance. A Valid driver's license minimum code B. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental strategic planning, Departmental annual performance plan, Policies and procedures, Government programmes, Occupational health and safety, National land transport strategic framework, provincial land transport strategic framework and Knowledge of collective bargaining procurement directives. Skills: Applied technological basics, applied strategic thinking, Diversity

management, Report writing, Computer literacy, Communication and information management, Presentation, Analytical, Budget, and financial management, Project management, Strategic management and Conflict resolution/problem-solving. Values/attributes: Lateral thinking to find appropriate solutions, Good interpersonal relations, Tact, and diplomacy, Self-motivated, Team orientated, Professionalism, Trustworthy, Honesty and integrity. Communication/stakeholders: Departmental management, Departmental staff, Local government, Local municipalities. Enabling legislation: Public Service Act 1994, Public Service Regulations 2016, Public Financial Management Act (PFMA) 1999, Basic Conditions of Employment Act 75 of 1997, Skills Development Act 97 of 1998, Promotion of Access to Information Act, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995, Preferential Procurement Policy Framework Act 5 of 2000, National Land Transport Transitional Act 22 of 2000, National Land Transport Strategic Framework, National Road Traffic Act 93 of 1996, Provincial Growth and Development Plan for the Eastern Cape, Employee Wellness Act.

- DUTIES** : Render civil/structural engineering services: Assist the engineer with technical activities, promote safety in line with statutory and regulatory requirements, evaluate existing maintenance technical manuals, standards drawing and procedures, produce technical designs with specifications, assist to manage the execution of the maintenance strategy, assist to set the engineering maintenance standards, specification and service levels according to organisational objectives to ensure optimum operational availability, Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives, Collect and analyse data on use of utilities by health facilities, undertake research and undertake engineering designs. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelessness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, ensure timeously development of job description and implementation of work plans and personal development plans (PDPs) for all employees in the Chief Directorate, Manage daily employee performance and ensure timely performance assessments of all subordinates and ensure management, maintenance and safe keeping of assets
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: 043 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)
- NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, White, Indian female and White males are encouraged to apply.
- POST 31/167** : **ARTISAN FOREMAN (MECHANICS): TRANSPORT INFRASTRUCTURE FLEET SERVICES**
- SALARY CENTRE** : R362 130 - R410 592 per annum, (OSD)  
OR Tambo Ref No: DOT 58/08/2024  
Sarah Baartman Ref No: DOT 59/08/2024
- REQUIREMENTS** : Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan (mechanical/ welding field). Valid driver's licence minimum code B. Knowledge: Knowledge of OHS Act and PMDS. Computer Literacy. Good communication skills. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test.
- DUTIES** : Fault finding and troubleshooting on diesel engines, pumps, pipe system/pipelines, gearboxes, drives, hydraulic and Pneumatic. Fault finding on valves. Comply with the OHS Act. Personnel supervision. Render technical support Mechanical.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)
- NOTE** : In terms of Departmental EE targets, preference will be given to African, Indians, Coloured males and African, Indians, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

<b><u>POST 31/168</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A/B: MAINTENANCE SERVICES REF NO: DOT 60/08/2024</u></b>
<b><u>SALARY</u></b>	:	Grade A: R362 130 - R410 592 per annum, (OSD) Grade B: R429 960 – R541 317 per annum, (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Amathole Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan (mechanical/ welding field). Valid driver's licence minimum code B. Knowledge: Knowledge of OHS Act and PMDS. Computer Literacy. Good communication skills. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test. Supervisory, planning and organising skills. Technical report writing skills. Conflict management.
<b><u>DUTIES</u></b>	:	Co-ordination of resources – (plant, people, materials, equipment). Overall supervision of working teams Requisition of Material and construction plant on dedicated Site. Adherence to OHS Act. Scheduling of work -accountable for adhering to project plans and schedules and ensuring the construction team's daily and weekly activities meet production targets. Render Technical Support in Civil/Maintenance Services. Preparation of Reports as required by Seniors.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian male are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/169</u></b>	:	<b><u>ARTISAN FOREMAN (CIVIL) GRADE A/B: IN HOUSE CONSTRUCTION – CONSTRUCTION SITE MANAGEMENT REF NO: DOT 61/08/2024</u></b>
<b><u>SALARY</u></b>	:	Grade A: R362 130 - R410 592 per annum, (OSD) Grade B: R429 960 – R541 317 per annum, (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
<b><u>CENTRE REQUIREMENTS</u></b>	:	In House Construction (Makhanda) Appropriate Trade Certificate. Five (5) years post qualification experience as an Artisan (Civil / Structures field). Supervisory, planning and organising skills. Technical report writing skills. Conflict management. A valid driver's licence and willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test. Valid driver's licence minimum code B. Knowledge of OHS Act and PMDS. Computer Literacy. Good communication skills. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.
<b><u>DUTIES</u></b>	:	Effective supervision of day-to-day activities of the respective section activities, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding concrete structures activities onsite, supervise the construction of all structures on site s, safeguard and oversee the maintenance of workshop equipment and vehicles, and attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, Coloured, Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/170</u></b>	:	<b><u>STATE ACCOUNTANT: REVENUE COLLECTION AND RECOVERY REF NO: DOT 62/08/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance/ BCom Accounting/ BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial



		Management with Accounting 3/ Financial Information System. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Problem solving skills. Computer literacy. Accounting.
<b><u>DUTIES</u></b>	:	Conduct revenue collection services. Implement a departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NaTIS report act on any differences. Coordinate reconciliation of PA 28 with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/171</u></b>	:	<b><u>ADMIN OFFICER: RAIL AND MARITIME SERVICES REF NO: DOT 63/08/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, bachelor's degree or National Diploma (NQF level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Management/ Transport Economics/ Public Management/Public Administration/ Diploma in Maritime Studies. 1-2 year's relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. distribute documents/packages to various stakeholders as required. keep and maintain the filing system for the component type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/172</u></b>	:	<b><u>OD PRACTITIONER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DOT 64/08/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree or National Diploma (NQF level 6) / B.Degree (NQF Level 7 as recognized by SAQA) ) in Organisational

Development / Industrial Psychology / Management Services/Work Study. 1-2 year's relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Public Service Act. Public Service Regulations. Job Evaluation Policy. DPSA Job Evaluation Guidelines. Strategic planning. Report writing. Batho Pele principles.

**DUTIES**

: Render support in the development and reviewal of the service delivery model: Organise service delivery model (SDM) development/reviewal sessions. Prepare all relevant documents to support the SDM development exercise. Record inputs during SDM development sessions. Participate in the development of draft SDM. Organise SDM consultation sessions with all relevant parties. Record inputs from SDM consultation sessions. Participate in the development of final draft SDM. Prepare submission for approval of SDM by the Head of Department. Submit SDM to the Head of Department for approval through the office of the Director. Distribute approved SDM to all Departmental SMS members, social partners and oversight bodies. Render organisational structure review and redesign services: Participate in conducting of organisational functionality assessment. Assist in the development of organisational functionality assessment report. Receive and record inputs from business units. Participate in drawing of functional organisational structure. Organize consultation sessions for functional organisational structure. Participate in drafting of staff establishment. Conduct organogram costing exercise. Organize draft organogram consultation sessions with all relevant parties. Record inputs to the draft organogram. Prepare documentation for submission of draft organogram costing to Treasury. Prepare documentation for submission of draft organogram to the Office of the Premier and DPSA. Prepare memorandum for submission of draft organogram to the Executive Authority for approval. Prepare documentation for submission of approved organogram to Provincial Treasury, Office of the Premier and Department of Public Service and Administration. Participate in the development of organogram implementation plan. Render job evaluation services: Draft job evaluation implementation plan. Administer pre-interview questionnaires. Conduct job evaluation interviews. Capture and analyze job information on the system. Prepare and submit documentation to the Central Job Evaluation Quality Assurance Committee (CJEQAC). Present jobs to the CJEQAC for quality control. Prepare and submit documentation to the Central Job Evaluation Panel (CJEP). Present jobs to the CJEP for moderation. Prepare and submit moderation results to the Head of Department and the Executive Authority for approval. Record approved job evaluation results in the database. Prepare submission memorandum and submit approved job evaluation results to Human Resource Administration for implementation. Facilitate development of job descriptions and job profiles: Draft job description development plan. Conduct job description development workshops. Assist business units in development of job descriptions. Identify job descriptions eligible for review. Assist business units to review their job descriptions. Encourage post holders to signed and supervisors to sign job descriptions. Develop and maintain electronic job description database. Render support on conducting workload analysis: Prepare workload analysis tool kit. Notify business units targeted for conducting workload analysis. Conduct workload analysis. Participate in preparation of workload analysis report. Prepare documentation for submission of workload analysis report for approval.

**ENQUIRIES**

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

**NOTE**

: e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.

**POST 31/173**

: **ADMIN OFFICER: INFORMATION MANAGEMENT (TRAFFIC INFRINGEMENTS MANAGEMENT SERVICES) REF NO: DOT 65/08/2024**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS**

: R308 154 – R362 994 per annum (Level 07), (annual salary range)  
: Traffic Infringements Management Services – KWT  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management / Management/Traffic Management. 1-2 year's relevant in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

- DUTIES** : Administer critical motor vehicle and driving license applications: Receive applications coming from customers to the RA and DLTCs. Receive applications from Traffic Stations for suspension of motor vehicle licenses. Ensure compliance of applications in line with the requirements of the Road Traffic Act. Approve or disapprove applications. Advise applicants about reasons for rejection of their applications and corrective measures. Supervise and Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing: Ensure that all telephone queries received are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Liaise and log calls with the EC DoT Help. Desk for technical assistance, change of Users, opening of transactions on the system and keep records thereof. Produce daily, monthly and quarterly reports. Supervise personnel and manage assets within the office.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)
- NOTE** : In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
- POST 31/174** : **INTERNAL AUDITOR: INTERNAL AUDIT REF NO: DOT 66/08/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07), (annual salary range)  
**CENTRE** : Alfred Nzo  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF Level 7 as recognized by SAQA) with Auditing and Accounting as major subjects. 1-2 year's relevant experience in the environment. Added Advantage: Completed internal audit or external audit article, member of the IIS (SA), completed IAT or PIA qualification. A valid driver's license minimum code B. Knowledge: Theory and practice of internal audit, knowledge and application of applicable legislative requirements, Departmental policies and procedures, Standards of Professional Practice of Internal Auditors, Internal Audit Regulatory framework and policies, Governance and Risk Management, Budget preparation, Monitoring and Reporting.
- DUTIES** : Render control, compliance, and expenditure pre-audit services: Conduct manual verification of all orders before services is rendered and issues Pre-Audit certificate. Conduct manual verification of payment vouchers before payment is affected on BAS. Conduct manual verification of payments vouchers before payment is affected on PERSAL. Conduct verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Facilitate development and review of internal control framework. Facilitate development and review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates regarding all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities
<b><u>POST 31/175</u></b>	:	<b><u>INTERNAL AUDITOR: INTERNAL AUDIT REF NO: DOT 67/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) KWT National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF Level 7 as recognized by SAQA) with Auditing and Accounting as major subjects. 1-2 year's relevant experience in the environment. Added Advantage: Completed internal audit or external audit article, member of the IIS (SA), completed IAT or PIA qualification. A valid driver's license minimum code B. Knowledge: Theory and practice of internal audit, knowledge and application of applicable legislative requirements, Departmental policies and procedures, Standards of Professional Practice of Internal Auditors, Internal Audit Regulatory framework and policies, Governance and Risk Management, Budget preparation, Monitoring and Reporting.
<b><u>DUTIES</u></b>	:	Facilitate the execution of comprehensive audit plans in accordance with the audit programmes. Follow information flows from initiation to recording in the management accounts. Provide support in the preparation of the analytical review of financial data. Collate relevant data. Identify systems risk and controls: Analyse risk associated with each applicable process. Identify critical control points in a system. Quantify consequences of a break down in a control. Conduct preliminary evaluation of the controls. Perform compliance tests. Adopt sample as appropriate statistical designed by the audit supervisor and using audit software to extract relevant data. Perform audit test as per programme prepared by supervisor. Document test results on working papers. Submit working papers on time to the supervisor. Provide support in preparation of reports: Conclude on working papers as to the impact of the audit tests performed. Prepare recommendations for the improvement of procedures and controls. Communicate all issues with the supervisor and client continuously.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/176</u></b>	:	<b><u>REGISTRY CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION REF NO: DOT 68/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Chris Hani National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Registry / Records Management. 1-2 years' experience in the environment. A valid driver's license minimum code B. Knowledge: National Archives Act. Teamwork. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel

		development. Assess staff performance. Supervise human resources according to public service prescriptions. Maintain high ethical standards in own work environment and those of subordinates.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, White, Indian female and White males are encouraged to apply.
<b><u>POST 31/177</u></b>	:	<b><u>PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REF NO: DOT 69/08/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	Amathole
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Management / Public Administration / Development Studies / Community Development / Monitoring & Evaluation / Social Science / Project Management. 1-2 years relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Framework. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.
<b><u>DUTIES</u></b>	:	Conduct Project conceptualization: Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Conduct Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Conduct Project Management: Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian male are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/178</u></b>	:	<b><u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	Amathole Ref No: DOT 70/08/2024 In House Construction (Makhanda) Ref No: DOT 71/08/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3/ Financial Information System. BAS and LOGIS Certificate is compulsory. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<b><u>DUTIES</u></b>	:	Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by

using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advice programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Coloured, Indian, White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

**POST 31/179** : **STATE ACCOUNTANT: REVENUE & DEBTORS REF NO: DOT 72/08/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07), (annual salary range)  
Sarah Baartman  
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance/ BCom Accounting/ BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3/ Bcom Business Management/ Financial Information Systems. 1-2 years' relevant experience in the environment. A Valid Driver's license minimum code B. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Problem solving skills. Computer literacy. Accounting.

**DUTIES** : Conduct revenue collection services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NaTIS report act on any differences. Coordinate reconciliation of PA 28 with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.

**POST 31/180** : **ROAD SAFETY OFFICER: DISTRICT TRANSPORT SAFETY REF NO: DOT 73/08/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07), (annual salary range)  
Alfred Nzo  
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Road Safety Education / Development Studies / Communication / Public Relations / Project Management / Public Management / Public Administration / Political Studies. 1-2 years relevant experience in the environment. A Valid Driver's license minimum code B. Knowledge: National Road Safety Strategy Road Safety Key Priorities Road Safety Programs and Projects National Road Traffic Act Public Service Regulations Public Finance Management Act. Skills Project Management People Management Resource Management Time Management Report Writing Research & Development.

**DUTIES** : Effective implementation of road safety programs. Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise

		schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition. effective implementation of road safety projects conducts road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. administer resources allocated to the post. Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities
<b><u>POST 31/181</u></b>	:	<b><u>EMPLOYEE HEALTH AND WELLNESS OFFICER: HUMAN RESOURCE PRACTICE</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Amathole Ref No: DOT 74/08/2024 (X2 Posts) Joe Gqabi Ref No: DOT 75/08/2024 Chris Hani Ref No: DOT 76/08/2024 Sarah Baartman Ref No: DOT 77/08/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Social Sciences in Social Work/ Industrial Psychology/ Psychology/ Social Service/ Safety Management and Environmental Health. Registration with SACSSP, HPCSA, SACMP and other relevant professional bodies. 1-2 years' relevant experience in the environment. A registered EAPA Certificate will be an added advantage. A valid driver's licence minimum code B. Knowledge: Knowledge of counselling and referral procedure is highly recommended. Finances. HR matters. Reporting procedures. Information management system. Procurement directives and procedures. Compilation of reports. Planning and organising. Computer applications.
<b><u>DUTIES</u></b>	:	Facilitate employee wellness strategy implementation: Assist in drafting inputs or recommendations on employee wellness programme strategy. Facilitate creation of employee wellness programme structures within the department. Co-ordinate employee wellness programmes for the department. Assist in the development and implementation employee wellness policies and programmes for the department. Draft discussion documents on employee wellness programmes. Coordinate employee wellness cases: Attend to employee cases referred to the sub-directorate either by the employer or the employees themselves and refer to Supervisor. Assist in developing a marketing strategy to promote employee wellness programmes within the department. Assist the head of the sub-directorate to produce all statutory reports required from the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White, African males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/182</u></b>	:	<b><u>ADMIN CLERK (SUP): TRANSPORT INFRASTRUCTURE REF NO: DOT 78/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Amathole ()
<b><u>DUTIES</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF Level 7) as recognised by SAQA in Public Administration/ Office administration/ Public Management. 1-2 years' relevant experience in the environment. A valid driver's licence minimum code B. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Render general administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other

correspondence when required. Keep and maintain the incoming and outgoing register to the component. Provide administrative support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component; maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian male are all encouraged to apply, including People with Disabilities.

**POST 31/183** : **EMPLOYEE HEALTH AND WELLNESS OFFICER: EMPLOYEE HEALTH & WELLNESS REF NO: DOT 79/08/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07), (annual salary range)  
: KWT  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Social Sciences in Social Work/ Industrial Psychology / Psychology/ Social Service/ Safety Management and Environmental Health. Registration with SACSSP, HPCSA, SACMP and other relevant professional bodies. 1-2 years' relevant experience in the environment. A registered EAPA Certificate will be an added advantage. A valid driver's licence minimum code B. Knowledge: Counselling skills. Life skills. Communication skills. Presentation skills. Report writing skills. Meeting Procedures. Self-organization. Resource Management. Conflict Resolutions.

**DUTIES** : Facilitate employee wellness strategy implementation: Assist in drafting inputs or recommendations on employee wellness programme strategy. Facilitate creation of employee wellness programme structures within the department. Co-ordinate employee wellness programmes for the department. Assist in the development and implementation employee wellness policies and programmes for the department. Draft discussion documents on employee wellness programmes. Coordinate employee wellness cases: Attend to employee cases referred to the sub directorate either by the employer or the employees themselves and refer to Supervisor. Assist in developing a marketing strategy to promote employee wellness programmes within the department. Assist the head of the sub-directorate to produce all statutory reports required from the sub-directorate.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.

**POST 31/184** : **SCM CLERK (SUP): DEMAND MANAGEMENT SERVICES**

**SALARY CENTRE** : R308 154 – R362 994 per annum (Level 07), (annual salary range)  
: Amathole Ref No: DOT 80/08/2024  
: Alfred Nzo Ref No: DOT 81/08/2024  
: Joe Gqabi Ref No: DOT 82/08/2024

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Logistics Management / Financial Management / Purchasing / Public Management / Public Administration / Asset Management/ Accounting/ Public Management/ Public Administration/ Commerce. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

**DUTIES** : Allocate bid number and closing date for bids to be advertised. Compilation of District Procurement Plan: Receive template from. Ensure all section populate



their funds according to the procurement plan and submit to Monitor District Procurement Plans. Analyse the need according to the procurement plan of the section, ensure specification is correct, and ensure timeous advertisement /publication of bids in the Government Tender Bulletin. Ensure timeous advertisement/publication of bids/quotes on National Treasury extender Publication Portal. Ensure that all bids are advertised and available on the departmental website. Supervise human resources/staff. Allocate and ensure quality of work and personnel development. Assess staff performance. Apply discipline.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

**POST 31/185** : **HR CLERK (SUP): HUMAN RESOURCE ADMINISTRATION**

**SALARY** : R308 154 – R362 994 per annum (Level 07), (annual salary range)

**CENTRE** : Alfred Nzo Ref No: DOT 83/08/2024

Chris Hani Ref No: DOT 84/08/2024

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Industrial Psychology. 1- 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.

**DUTIES** : Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

**POST 31/186** : **HR CLERK (SUP): HUMAN RESOURCE ADMINISTRATION REF NO: DOT 85/08/2024**

**SALARY** : R308 154 – R362 994 per annum (Level 07), (annual salary range)

**CENTRE** : Chris Hani

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Industrial Psychology. 1- 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, Verification of qualifications, secretariat functions at interviews, absorption, probationary periods ect.). Recommend (approve) transactions on persal according to delegations. (Final authorisation should happen on a higher level preferable at AD or higher level. Performance Management. Prepare reports on human resource administration issues and statistics. Supervise human resource / Staff: Allocate and ensure the quality of work. Personnel development. Assess staff performance. Apply discipline. Handle human resource administration enquiries.

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

e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, White, Indian females and White males are encouraged to apply.
<b><u>POST 31/187</u></b>	:	<b><u>HUMAN RESOURCE CLERK: HUMAN RESOURCE STRATEGY, PLANNING AND ADMINISTRATION REF NO: DOT 86/08/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration/Public Management/Human Resource Management/Organisational Development/Industrial Psychology. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Human Resource Management prescripts and Legislations. Knowledge of clerical duties, Microsoft Excel knowledge, operate computer, collecting and analysing statistics, PERSAL system.
<b><u>DUTIES</u></b>	:	Providing HR related information and data (Vulindlela, PERSAL and other sources), rendering support in the development of the HRP and employment Equity, analyse information and assist in the drafting of reports (HR Oversight, HR Plan Implementation report and Employment Equity report) as well as other related HR reports. To draw reports and analyse data from Persal system. To obtain information from the relevant stakeholders towards the compilation of quarterly and annual EE reports. Provide advice and render administrative support to all Employment Equity Consultative Forums and to ensure proper consultation on transformation issues.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/188</u></b>	:	<b><u>LICENSING CLERK (SUPERVISOR): MOTOR VEHICLE REGISTRATION &amp; AUTHORIZATION REF NO: DOT 87/08/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management / Transportation / Traffic Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Services. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTs. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTs to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NaTIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back-office support to Driving License Testing Centres, Vehicle Testing Centres and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request {affecting the infrastructure (moving of NaTIS system from one

		office to another, installation of new system in the new centre, etc.). Facilitate procurement of additional and new equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/189</u></b>	:	<b><u>LICENSING CLERK (SUPERVISOR): PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENSES PERMITS REF NO: DOT 88/08/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Alfred Nzo National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Transport Economics/ Transportation. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Services. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTSs. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTSs to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back-office support to Driving License Testing Centres, Vehicle Testing Centres and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of the public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the Help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request (affecting the infrastructure (moving of NaTIS system from one office to another, installation of new system in the new centre, etc.). Facilitate procurement of additional and new equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities
<b><u>POST 31/190</u></b>	:	<b><u>FINANCE CLERK (SUP): EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 89/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) In House Construction GRT Office National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting / Cost and Management Accounting / Financial Management / Financial Planning / Accounting / Internal Auditing. BAS and LOGIS Certificate is compulsory. PERSAL Introduction Certificate will be an added advantage. 1-2 years relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures

		and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.).
<b><u>DUTIES</u></b>	:	Process payments of Departmental liabilities in respect of suppliers and service providers. Ensure that all invoices received from the SCM Registry are captured and updated on the reconciliation spread sheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre-authorise payments on LOGIS. Check creditor's reconciliation and endorse signature as proof thereon. Supervise subordinates. Attend to all payment enquiries including municipalities. Assist to manage and document compliance with PFMA in respect of reporting, performance expenditure. Assist in planning payment within 30 days, reporting. Authorise payments manually and on the transversal system of BAS and LOGIS. Analyse BAS Expenditure reports. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Comply with the Public Service prescripts. Allocate and ensure quality of work. Personnel development. Assess staff performance.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/191</u></b>	:	<b><u>ICT TECHNICIAN: SECURITY &amp; INFORMATION TECHNOLOGY SERVICES</u></b> <b><u>REF NO: DOT 90/08/2024</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. National Diploma (NQF 6) / B Degree (NQF Level 7) as recognized by SAQA in Information Technology / Computer Science. Recognized international certificates such as A+, N+, CCNA, CCNP, MCSA, MCSE, ITIL or equivalent will be an added advantage. 1- 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Computer software installation. Computer hardware. Maintenance of Network switches and router configuration. Provide computer and system training to departmental users at the district. Service desk management tools. RICA Act. ISS Policies. Promotion of Access to Information Act. Basic LAN Knowledge including Troubleshooting and Fault finding. Previously been exposed to a Helpdesk environment.
<b><u>DUTIES</u></b>	:	Provision of ICT end-user support services: Attend to calls logged on the service helpdesk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines. Document diagnosis and resolution of faults. Ensures the efficient performance of printers and computers. Provision of ICT maintenance services: Maintain ICT infrastructure hardware. Install computer hardware and software. Provision of ICT security services: Maintain database to ensure integrity and security of data. Implement data backup strategy measures such as patch installation and management and anti-virus installation and update. Manages user passwords, security and inventory documentation. ICT Asset Management
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African males and African, Indian females are all encouraged to apply.
<b><u>POST 31/192</u></b>	:	<b><u>PROJECT COORDINATOR: INNOVATION AND EMPOWERMENT REF NO: DOT 91/08/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. National Diploma (NQF 6) / B Degree (NQF Level 7) as recognized by SAQA in Public Management / Public Administration / Development Studies / Community Development / Monitoring & Evaluation / Social Science / Management / Project Management. 1-2 years relevant experience in the environment. A valid driver's license minimum code B.

		Knowledge: Extended Public Works Program Principles. Emerging contractor development policies and procedures. Project Management Principles. Public Service Act, 1994. Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997.
<b><u>DUTIES</u></b>	:	Conduct Project Conceptualisation: Analyse applications received from the community. Conduct social facilitation. Coordinate meetings to evaluate received applications. Consult the community from which the application came to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Conduct Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent the department in internal and external meetings. Conduct Project Management: Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Facilitate payment of project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Attend meetings and compile reports. Perform Administration Duties: Make office and travel arrangements, process subsistence and travel claims. Procure goods and services for the sub-programme. Receive invoices and facilitate payments. Liaise with internal and external stakeholders. Develop a proper filing system.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, will be given to Coloured, White, Indian female and White males are encouraged to apply.
<b><u>POST 31/193</u></b>	:	<b><u>ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT COMPLIANCE REF NO: DOT 92/08/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practises. Ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
<b><u>POST 31/194</u></b>	:	<b><u>ADMIN OFFICER: IGR PLANNING M&amp;E REF NO: DOT 93/08/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Business Management / Management / Economics. Module in monitoring &

evaluation will be an added advantage. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Skills: Computer. Planning & organizing. Language. Good verbal and written communication skills. Systematic. Development of templates. Dedicated and hardworking. Coordination. Creative. Self-motivated and success driven. Trustworthy.

- DUTIES** : Assist in the provision of monitoring services: Assist in the coordination and collection of monthly, quarterly, and annual district, programme, and departmental performance reports. Implement the developed reporting and monitoring framework. Coordinate the capacity building and support of M&E champions subprogrammes Programmes in Districts. Assist in monitoring and inspection services. Develop a departmental balance score card/monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational and annual performance plan. Monitor departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Develop monitoring indicator for project success. Monitor overall progress on achievement of results. Conduct project monitoring and site visits and produce monitoring report. Assist in the provision of reporting services: Produce monthly, quarterly, and annual performance reports. Produce analysis reports on submitted performance reports. Manage the submission of performance reports. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates, and compiles reports. Assist in the provision of evaluation services. Assist in the development of evaluation agenda. Assist in the collection on data from Programmes. Develop and strengthen Evaluation services. Develop an evaluation agenda with timeframes. Evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Evaluate overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required. Responsible for assets allocated to the unit. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)
- NOTE** : In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
- POST 31/195** : **STATE ACCOUNTANT: BUDGET AND FINANCIAL PLANNING REF NO: DOT 94/08/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07), (annual salary range)  
: KWT  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management National Diploma in Financial Management, cost and Management Accounting. Officials working in the budget environment will have an added advantage. Knowledge of BAS/ Logis/PERSAL. Computer literacy.
- DUTIES** : Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports, Advice programs to spend according to plans or adjust., Capturing of correcting journal on financial management system, Check budget availability and SCOA classification for proposed commitment, Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following:

		Contribute to compilation of reports as required, Responsible for assets allocated to the unit, provide mentorship to newly appointed staff, learners and interns, comply with the Public Service prescripts, Ensure management of PMDS.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/196</u></b>	:	<b><u>SCM CLERK (SUP): INFRASTRUCTURE PROCUREMENT &amp; DELIVERY MANAGEMENT REF NO: DOT 95/08/2024 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
	:	KWT
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Financial Management / Supply Chain Management / Logistics Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Supervise and render infrastructure contracts management clerical services: Oversee the compilation and maintenance of contract management records. Verify the issuing of files, contract data and information reporting to components and individuals in need. Capture and verify variation order on the variation order tracking system. Oversee the verification of the contract and commitment register. Provide logistical support during contracts administration. Supervise and render infrastructure procurement demand and acquisition clerical services: Update and maintain infrastructure supplier (consultants, SMME's and contractors) database. Request and receive quotations. Capture and verify specification on specification tracking system. Ensure that all specifications are circulated on time. Administer bid documents during bid consideration stage. Provide secretariat or logistical support during the bid consideration stage. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/197</u></b>	:	<b><u>HRD PRACTITIONER: HUMAN RESOURCES DEVELOPMENT REF NO: DOT 96/08/2024 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
	:	KWT
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Human Resource Management / Management of Training/ Public Management / Public Administration / Industrial Psychology. 1-2 years' relevant experience in the environment. A Valid Driver's licence minimum code B. Knowledge: Skills development framework. Skills levy. Processes, methods and techniques of HRD. National qualification framework and national skills development strategy. Government policies and legislative framework in line with HRD. Computer literacy. Writing of reports.
<b><u>DUTIES</u></b>	:	Coordinate the development of workplace skills plan: Ensure that all work plan agreements that are submitted have a PDP. Identify training needs from PDPs submitted by sub directorates. Notify staff and their supervisors when they are nominated for a particular training course. Coordinate logistical arrangements for all staff identified for training. Facilitate filling in of nomination forms and post course forms by incumbents nominated for a particular course as well as their supervisors. Keep statistics of all staff trained in the Department. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organises and

administers the work effort of assigned subordinates. Coordinate the implementation of PMDS: Ensure that all staff have workplan agreements by the beginning of each financial year. Conduct validation of all submitted workplan agreements. Provide feedback to directorates around the quality of their workplan agreements. Assist directorates with development of quality workplan agreements. Capture all submitted workplan agreements in PERSAL on receipt. Facilitate submission of performance reviews per each semester. Facilitate submission of assessment documents Coordinate sitting of the PMDS committee to finalise assessment cases. Coordinate payment of finalised cases. Produce all PMDS statutory reports Coordinate sitting of an appeals committee. Ensure that outcomes of an appeals committee are implemented. Provide support and participate in the recruitment of Artisans, Learners, Traineeship, and Interns. Coordinate placement of Learners. Trainees and Interns in the platform. Monitor and guide utilization and the development of Learners. Trainees and Interns. Financial management for Learnership and Internship Programme. Coordinate and consolidate provincial reports in as far as Learnership, Traineeships and Internship programme is concerned. Manage student's files. Manage and Process Payment of student fees to universities. Attend to Career Exhibitions and Marketing of Department of Transport Career fields to the schools and the community. Liaise with Universities and students to attend to day-to-day student's queries. Keep records of Bursary Defaulters. Assist in Office Administration. Responsible for supervision of staff. Assist in the management of Bursary Programme. Compile and submit necessary reports.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.

**POST 31/198** : **SCM CLERK (SUP): LOGISTICS MANAGEMENT SERVICES REF NO: DOT 97/08/2024**

**SALARY** : R308 154 – R362 994 per annum (Level 07), (annual salary range)  
**CENTRE** : OR Tambo  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Supply Chain Management / Logistics Management / Purchasing / Public Management/ Public Administration. LOGIS certificate will be an added advantage. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

**DUTIES** : Render asset management clerical services. Compile and maintain records. Issue equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify the asset register: Ensure that all orders are placed on time. Undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Provide secretariat or logistical support during the bid consideration and contracts conclusions.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured females are encouraged to apply.

**POST 31/199** : **LABOUR RELATIONS OFFICER: HUMAN RESOURCE PRACTISE REF NO: DOT 98/08/2024**

**SALARY** : R308 154 – R362 994 per annum (Level 07), (annual salary range)  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Labour Law / Labour Relations / Human Resource Management / Industrial Psychology. PERSAL Introduction Certificate is an added advantage. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge



		and understanding of the labour relations legal framework, Public Service Regulations, Public Service Act and Human Resource Practices. Skills Profile: communication (written & verbal), presentation and facilitation and people management skills.
<b><u>DUTIES</u></b>	:	Promote sound labour relations in the Department. Manage and co-ordinate and conduct investigations on labour relation matters, investigate grievances and attend to complaints. Investigate misconduct cases and represent the Department at disciplinary hearings. Render advice on labour relation matters, ensure the implementation of outcome of labour relation matters, and monitor implementation of arbitration awards, collective agreements and directives. Submit weekly/monthly reports on labour relation cases. Capture labour relation cases on the PERSAL System.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
<b><u>POST 31/200</u></b>	:	<b><u>PRINCIPAL ROAD WORKS FOREMAN: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 99/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Sarah Baartman National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Civil Engineering. 5 years' relevant experience in roads construction or maintenance or an appropriate Trade Test Certificate. 5-10 years' experience in roads construction or maintenance. A valid driver's license. A heavy-duty license will be an added advantage. Knowledge: Sound knowledge of planning and organizing for the executing and supervision of road maintenance works on surfaced and gravel roads. Working knowledge of the utilization of earth-moving plant. Good knowledge of bitumen products and gravel wearing course material and specifications for road works. Knowledge of relevant legislations governing provincial roads in the Eastern Cape Province will be an added advantage. Good knowledge of Health and Safety Regulations pertaining to road works. Good financial, communication and conflict resolution skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Planning, prioritizing and programming of maintenance works in the area. Co-ordination of Departmental resources in the area to enhance productivity and cost effectiveness. Arrange for timeous delivery of maintenance materials to the foreman under his control. Liaise with the workshop foreman regarding plant requirements and repairs in his area. Monitor the progress of the Foreman and work teams in his area and implement remedial action where necessary. Assist in take over inspections of contracts at the termination of maintenance period. Up keeping/maintenance and security of roads camps in his area. Co-ordination and planning of the deployment of departmental resources in the event of emergencies and also be willing to render such services after hours. Check and approve the daily work return forms and forward for processing, approval of leave applications, S&T, camping allowance and overtime claims, supervision of personnel under control and coordinate disciplinary grievance procedures in terms of the Public Service Code of Conduct. Report on personnel performance under supervision. Identify and co-ordinate training. Ensure compliance with the OHS Act.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
<b><u>POST 31/201</u></b>	:	<b><u>ADMIN OFFICER (MONITORING): DISTRICT SCHOLAR TRANSPORT SERVICES</u></b> (12 Month Contract)
<b><u>SALARY CENTRE</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Joe Gqabi Ref No: DOT 100/08/2024 OR Tambo Ref No: DOT 101/08/2024 Amathole Ref No: DOT 102/08/2024 Alfred Nzo Ref No: DOT 103/08/2024 Sarah Baartman Ref No: DOT 104/08/2024 Chris Hani Ref No: DOT 105/08/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public

Management / Transport Management / Transport Economics.1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES** : Implement Road Based Public Transport Contracts. Implement timeous payment of bus operators. Evaluate whether contracted Public Transport Operators carry out the responsibilities stipulated in their contracts. Implement efficient processing of waybills and claims received from operators. Assist in preparation for reviewal and upgrading of contract administration system to eliminate risk. Assist in addressing of variations in service in terms of signed contracts. Supervising and monitoring firms to monitor compliance with the contracts. Receive and analyse reports from supervising and monitoring firms. Ensure the availability of funds to meet the MTEF contractual obligations of the sub-directorate. Implement the commercial value add of the sub-directorate operations. Monitor expenditure according to budget to ensure efficient cash flow management. People management – ensure the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorates. Capture/type all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.

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

e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

**NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, Indian, African, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

**POST 31/202** : **ADMIN OFFICER (MONITORING): DISTRICT SCHOLAR TRANSPORT SERVICES REF NO: DOT 106/08/2024**

**SALARY** : R308 154 – R362 994 per annum (Level 07), (annual salary range)

**CENTRE** : Amathole

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Transport Management / Transport Economics.1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES** : Implement Road Based Public Transport Contracts. Implement timeous payment of bus operators. Evaluate whether contracted Public Transport Operators carry out the responsibilities stipulated in their contracts. Implement efficient processing of waybills and claims received from operators. Assist in preparation for reviewal and upgrading of contract administration system to eliminate risk. Assist in addressing of variations in service in terms of signed contracts. Supervising and monitoring firms to monitor compliance with the contracts. Receive and analyse reports from supervising and monitoring firms. Ensure the availability of funds to meet the MTEF contractual obligations of the sub-directorate. Implement the commercial value add of the sub-directorate operations. Monitor expenditure according to budget to ensure efficient cash flow management. People management – ensure the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorates. Capture/type all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.

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

e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

**NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, Indian, African, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities.

<b><u>POST 31/203</u></b>	:	<b><u>ADMIN OFFICER: TRAFFIC LAW ENFORCEMENT REF NO: DOT 107/08/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	Sarah Baartman (District Office)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Financial Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Procurement process. Leave management process. S&T and overtime process. Financial Management process. General administration processes. TRAFMAN system. Traffic operations reports.
<b><u>DUTIES</u></b>	:	Render general administration support services: Receive, consolidate & submit overtime and S&T claims from Provincial Inspectors to the District Office through the office of the Chief Provincial Inspector. Monitor leave for the sub-district traffic law enforcement. Receive, consolidate and submit requests from the substation to the District Office. Keep and maintain the incoming and outgoing register of the sub-district. Coordinate submission of Operational Reports to the District Office: Consolidate reports and submit to the District Office. Facilitate submission of the following reports to the District Office, NREP10, NREP5, NREP7, NREP8. Learner and Driver's License Report. Facilitate submission of Operational Reports to the District Office. Coordinate submission of accident reports by Police Stations and their safe keeping: Receive accident reports from police stations. Create a filing system for safe keeping of accident reports. Attend to requests for copies of accident reports from external customers. Capture accident information into TRAFMAN System. Consolidate accident statistics for submission to District Office.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
<b><u>POST 31/204</u></b>	:	<b><u>ADMIN OFFICER (SUP): TRANSPORT REGULATIONS REF NO: DOT 108/08/2024</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Financial Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Procurement process. Leave management process. S&T and overtime process. Financial Management process. General administration processes. TRAFMAN system. Traffic operations reports.
<b><u>DUTIES</u></b>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.

<b><u>POST 31/205</u></b>	:	<b><u>ADMIN OFFICER: TECHNICAL ADMINISTRATION &amp; COMPLIANCE SUPPORT SERVICES REF NO: DOT 109/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Alfred Nzo National Senior Certificate. National Diploma (NQF 6) / B Degree (NQF Level 7) as recognized by SAQA in Public Management / Public Administration / Management / Office Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	render general clerical support services. record, organise, store, capture and retrieve correspondence and data. update registers and statistics. handle routine enquiries. make photocopies and receive or send facsimiles. distribute documents/packages to various stakeholders as required. keep and maintain the filing system for the component type basic letters and other correspondence when required. keep and maintain the incoming and outgoing register of the component. provide personnel administration clerical support service within the component. maintain a leave register for the component. keep and maintain personnel records in the component. keep and maintain the attendance register of the component. arrange travelling and accommodation. provide personnel administration clerical support service within the component. maintain a leave register for the component. keep and maintain personnel records in the component. keep and maintain the attendance register of the component. arrange travelling and accommodation. provide financial and procurement administration support services in the component. capture and update expenditure in the component. check correctness of subsistence and travel claims of officers and submit to manager for approval. handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities
<b><u>POST 31/206</u></b>	:	<b><u>SENIOR PROVINCIAL INSPECTOR / PRINCIPAL TRANSPORT INSPECTOR: DISTRICT TRANSPORT REGULATIONS REF NO: DOT 110/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Sarah Baartman National senior certificate. Basic traffic diploma from an accredited traffic college. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.
<b><u>DUTIES</u></b>	:	Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information

sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.

**POST 31/207** : **SENIOR PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATIONS REF NO: DOT 111/08/2024**

**SALARY** : R308 154 – R362 994 per annum (Level 07), (annual salary range)  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : National senior certificate. Basic traffic diploma from an accredited traffic college. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.

**DUTIES** : Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

**ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply
<b><u>POST 31/208</u></b>	:	<b><u>SENIOR ROAD WORKS FOREMAN: CONSTRUCTION SITE MANAGEMENT: IN HOUSE CONSTRUCTION REF NO: DOT 112/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R255 450 – R300 912 per annum (Level 06), (annual salary range) In House Construction – Makhandla National Senior Certificate (Grade 12) with 3-5 years' road related experience or NQF level 3 qualification (or grade 10 or higher final year report/ statement) with 10 year's road related experience of which 5 years working experience as a Foremen in Road Works/ Layer works / Earthworks. Valid Driver's Licence minimum code B. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.
<b><u>DUTIES</u></b>	:	Oversee that all work practices are executed in compliance with legal requirements. Oversee the quality of workmanship and conduct regular inspections around the section and the operation. Plan daily, weekly and monthly work requirement and priorities with the operational team. Supervise Foreman's on Site. Ensuring that all work is delivered safely on time and within budget along with managing equipment and materials required.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/209</u></b>	:	<b><u>SENIOR ROAD WORKS FOREMAN: TRANSPORT INFRASTRUCTURE MAINTENANCE</u></b>
<b><u>SALARY CENTRE</u></b>	:	R255 450 – R300 912 per annum (Level 06), (annual salary range) Sarah Baartman Ref No: DOT 113/08/2024 Amathole Ref No: DOT 114/08/2024 OR Tambo Ref No: DOT 115/08/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate (Grade 12) with 3-5 years' experience in construction and maintenance of roads or Grade 10 with 8-10 years' experience in construction and maintenance of roads. A valid driver's license minimum code B. Knowledge: Job knowledge, Communication, Interpersonal relations, Flexibility, Teamwork and Accuracy.
<b><u>DUTIES</u></b>	:	Supervise Road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage his / her subordinates and the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team produces good quality of works. Be able to attend to road related emergencies and complaints according to prescribed departmental standards.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and African, Indian male are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/210</u></b>	:	<b><u>PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R255 450 – R300 912 per annum (Level 06), (annual salary range) Komani Traffic Station Ref No: DOT 116/08/2024) (X2 Posts) Graaff – Reinet Ref No: DOT 117/08/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate

activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, White, Indian, African females and White, African males are all encouraged to apply, although EE targets will differ from District to District as each District will use its own targets.

**POST 31/211** : **PROVINCIAL TRANSPORT INSPECTOR: DISTRICT TRANSPORT REGULATION**

**SALARY CENTRE** : R255 450 – R300 912 per annum (Level 06), (annual salary range)  
: Grahamstown Ref No: DOT 118/08/2024  
Aberdeen Ref No: DOT 119/08/2024 (X2 Posts)  
Humansdorp Ref No: DOT 120/08/2024 (X2 Posts)  
Graaff-Reinet Ref No: DOT 121/08/2024 (X2 Posts)  
Kinkelbos Ref No: DOT 122/08/2024 (X2 Posts)

**REQUIREMENTS** : Requirements: National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

**DUTIES** : Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply

**POST 31/212** : **ARTISAN PRODUCTION (MECHANICAL): TRANSPORT INFRASTRUCTURE FLEET SERVICES**

**SALARY** : Grade A: R230 898 – R256 263 per annum, (annual salary range), (OSD)  
Grade B: R270 915 – R300 675 per annum, (annual salary range), (OSD)  
Grade C: R314 751 – R386 775 per annum, (annual salary range), (OSD)  
NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Artisan Professions and related occupations

**CENTRE** : Sarah Baartman Ref No: DOT 123/08/2024  
OR Tambo Ref No: DOT 124/08/2024 (X2 Posts)  
Amathole Ref No: DOT 125/08/2024 (X2 Posts)

**REQUIREMENTS** : Trade Test Diesel Mechanic/ Earth Movement Mechanic Trade Certificate. A valid driver's license minimum code B. Knowledge: Vehicle diagnosis and fault-finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts knowledge skills.

**DUTIES** : Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettors, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives.

**ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

**POST 31/213** : **ADMIN CLERK (PROD): HUMAN RESOURCE DEVELOPMENT REF NO: DOT 126/08/2024**

**SALARY** : R216 417 – R254 928 per annum (Level 05), (annual salary range)

**CENTRE** : KWT

**REQUIREMENTS** : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and



		accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males, Coloured, Indian and White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/214</u></b>	:	<b><u>FINANCE CLERK (PROD): EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 127/08/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team, Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.
<b><u>DUTIES</u></b>	:	Render Financial Accounting transactions: Receive invoices, Check invoices for, correctness, verification and approval (internal control), Process invoices (e.g., capture payments), Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice and process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, record debtors and creditors, process electronic banking transactions, and Compile journals. Render a budget support service: Collect information from budget holders, compare expenditure against budget, identify variances, Capture, allocate virements on budgets, distribute documents with regard to the budget, File all documents, Receive and capture cash payments.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/215</u></b>	:	<b><u>FINANCE CLERK (PROD): DEBT MANAGEMENT REF NO: DOT 128/08/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>CENTRE</u></b>	:	KWT
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc)
<b><u>DUTIES</u></b>	:	Render financial accounting transactions: Receive debt route forms/ investigation reports. Check correctness and if the documents are signed and approved by all relevant parties. Register the debtor on BAS. Filing of all documents. Open debt file. Perform debt collection administration support services: Write letters of demand to notify the debtor about the outstanding debt. Send debt notification letters and do follow up on all outstanding debts. File all documents. Perform bookkeeping support services: Capture all financial transactions. Download BAS reports to investigate balances. Clear suspense accounts Record debtors and inter-departmental claims. Compile journals. Complete debt reconciliation services: Download debt age analysis report on BAS. Compare debt recovery against debt taken on. Check and verify the movement and progress on recovery. Follow up on non-movement and under collections. Distribute debt statements. File all documents.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>

<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males, Coloured, Indian and White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/216</u></b>	:	<b><u>SCM CLERK (PRODUCTION): DEMAND MANAGEMENT SERVICES</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) OR Tambo Ref No: DOT 129/08/2024 Amathole Ref No: DOT 130/08/2024 (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written). Facilitate rotation of supplier Database (CSD), Advertise quotations, serve as secretariat to bid committees, ensure that all procurement done are in line with district procurement plan.
<b><u>DUTIES</u></b>	:	Render asset management clerical support: Compile and maintain records (e.g. databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Assist in the issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian females and White, Coloured males are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/217</u></b>	:	<b><u>SCM CLERK (PROD): LOGISTICS MANAGEMENT</u></b> Re-advertisement
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) OR Tambo Ref No: DOT 131/08/2024 Chris Hani Ref No: DOT 132/08/2024 Amathole Ref No: DOT 133/08/2024 (X4 Posts) Alfred Nzo Ref No: DOT 134/08/2024
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<b><u>DUTIES</u></b>	:	Receive a requisition. Process requisition. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock. Coordinate the disposal of stock inventory. Act as Secretariat in SCM Committees.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/218</u></b>	:	<b><u>REGISTRY CLERK (PROD): HUMAN RESOURCE ADMINISTRATION</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Joe Gqabi Ref No: DOT 135/08/2024 In House Construction (Makhanda) Ref No: DOT 136/08/2024

<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<b><u>DUTIES</u></b>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/219</u></b>	:	<b><u>REGISTRY CLERK (PROD): ADMINISTRATION SERVICES REF NO: DOT 137/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) KWT
<b><u>DUTIES</u></b>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities,
<b><u>POST 31/220</u></b>	:	<b><u>REGISTRY CLERK (PRODUCTION): DEMAND MANAGEMENT REF NO: DOT 138/08/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Amathole

<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience. However, exposure in the environment would be an advantage. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<b><u>DUTIES</u></b>	:	Render Demand Clerical Support: Request quotations, draft internal memorandum, capture requisitions on LOGIS, administer filing, photocopying, and faxing and email Orders to Service Providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. Provide Administrative Support in Bid Processes: Issue and receive bid documents. Provide secretariat or logistical support during the briefing sessions and contracts conclusion process. Assist in the compilation of bid documents. Assist in opening bid documents. Provide Supply Chain Clerical Support Services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Capture specification on the electronic purchasing system. Provide Personnel Administration Clerical Support Services within the component: Maintain incoming and outgoing requisitions.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to White, Coloured, Indian females, Coloured and White male are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/221</u></b>	:	<b><u>REGISTRY CLERK (PROD): LOGISTICS MANAGEMENT REF NO: DOT 139/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Sarah Baartman
<b><u>DUTIES</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply.
<b><u>POST 31/222</u></b>	:	<b><u>ROAD WORKS FOREMAN: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 140/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Road machinery, equipment, and material.

**DUTIES** : Facilitate Implementation of roads maintenance projects according to prescribed roads standards. Facilitate those repairs and maintenance of road surface and pavements is done. Supervise subordinates attached to the post.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Coloured, White males and African, Indian & White females are encouraged to apply.

**POST 31/223** : **PRINCIPAL OPERATOR (TRANSPORTER): TRANSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT 141/08/2024**

**SALARY** : R216 417 – R254 928 per annum (Level 05), (annual salary range)  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : A National Senior Certificate. A valid Code 14 driver's license. A valid PDP license. Minimum of 5 years of experience in lowbed driving in a civil construction field. Must be willing to work away from home from time to time. Physical stamina to sit and drive for long hours. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts. Knowledge of traffic laws and regulations. Skills: Attention to detail to ensure safe transportation of equipment. Knowledge of traffic laws and regulations. PDP license. Load flatbed. Unload flatbed.

**DUTIES** : Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water). Ability to load and unload heavy equipment onto the lowbed. Ability to maintain the lowbed in good condition, including regular cleaning and maintenance. Operate and drive lowbed truck to transport heavy equipment and machinery to various construction sites. Ensure cargo is secured properly before transport and inspect the vehicle for defects and safe operating condition. Plan travel routes and schedule for timely delivery of cargo. Assist in loading and unloading of Plant/Vehicle and make sure it is done safely and efficiently. Perform routine maintenance and cleaning of the truck as needed. Comply with all traffic laws and regulations and maintain a clean driving record.

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

**NOTE** : e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)  
In terms of Departmental EE targets, preference will be given to Indian, Coloured, White males and African, Indian, Coloured, White females are encouraged to apply.

**POST 31/224** : **ADMIN CLERK (PROD): TRANSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT 142/08/2024**

**SALARY** : R216 417 – R254 928 per annum (Level 05), (annual salary range)  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

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

<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, White, Indian males and African, Indian, Coloured, White females are encouraged to apply.
<b><u>POST 31/225</u></b>	:	<b><u>ADMIN CLERK (PROD): TRANSPORT INFRASTRUCTURE REF NO: DOT 143/08/2024</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>CENTRE</u></b>	:	Amathole
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Indians, White, Coloured, females, Coloured and White Coloured, males are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/226</u></b>	:	<b><u>ADMIN CLERK (PROD): TRANSPORT INFRASTRUCTURE REF NO: DOT 146/08/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>CENTRE</u></b>	:	Alfred Nzo
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Indians, White, Coloured, African females, Coloured and White Coloured, Indian, males are all encouraged to apply, including People with Disabilities.

<b><u>POST 31/227</u></b>	:	<b><u>ADMIN CLERK (PRODUCTION): DISTRICT SCHOLAR TRANSPORT</u></b> (12 Months Contract)
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
	:	KWT Ref No: DOT 147/08/2024 (X3 Posts)
	:	Amathole Ref No: DOT 148/08/2024
	:	OR Tambo Ref No: DOT 149/08/2024
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<b><u>DUTIES</u></b>	:	Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian White, African females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/228</u></b>	:	<b><u>SCM CLERK (PROD): ASSET MANAGEMENT REF.DOT 150/08/2024 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>REQUIREMENTS</u></b>	:	Sarah Baartman
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render asset management clerical support: Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, White, Indian males and African, Indian, Coloured, White females are encouraged to apply, including People with Disabilities.
<b><u>POST 31/229</u></b>	:	<b><u>ADMIN CLERK (PRODUCTION): TRANSPORT SAFETY REF NO: DOT 151/08/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>REQUIREMENTS</u></b>	:	Alfred Nzo
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other

		correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of pay slips. Ensure the distribution of assets and equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply.
<b><u>POST 31/230</u></b>	:	<b><u>ADMIN CLERK (PRODUCTION): PUBLIC TRANSPORT SERVICES AND COMPLIANCE REF NO: DOT 152/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Alfred Nzo A National Senior Certificate. No experience. however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply.
<b><u>POST 31/231</u></b>	:	<b><u>ADMIN CLERK (PRODUCTION): DISTRICT TRAFIC LAW ENFORCEMENT SERVICES</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Traffic Station Ltsc (Lusikisiki) Ref No: DOT 153/08/2024 Mthatha Station Ref No: DOT 154/08/2024 A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide



		personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White females are encouraged to apply.
<b><u>POST 31/232</u></b>	:	<b><u>ADMIN CLERK (PROD): EPWP COORDINATION &amp; MONITORING REF NO: DOT 155/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Sarah Baartman A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African, Indian, White females and Coloured, Indian, White males are encouraged to apply.
<b><u>POST 31/233</u></b>	:	<b><u>SECRETARY</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) KWT: Civil Aviation Services Ref No: DOT 156/08/2024 KWT: Logistics, Asset and Records Management Ref No: DOT 157/08/2024 KWT: Internal Audit Ref No: DOT 158/08/2024 Alfred Nzo: Technical Administration and Compliance Support Services Ref No: DOT 159/08/2024 Alfred Nzo: Transport Infrastructure Maintenance Service (Re-advertisement) Ref No: DOT 160/08/2024 In House Construction (Makhanda) Ref No: DOT 161/08/2024 Joe Gqabi: Office of the District Director Ref No: DOT 162/08/2024
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and be able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<b><u>DUTIES</u></b>	:	Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the Appointments Secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date regarding

		prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/234</u></b>	:	<b><u>EH &amp; W CLERK (PROD): EMPLOYEE HEALTH AND WELLNESS REF NO: DOT 163/08/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>CENTRE</u></b>	:	In House Construction (Makhanda)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge on employee Health and Wellness Integrated Strategic Framework in the Public Service. knowledge of all four EHW Pillars/ OHS Act. Understanding of all Pillar processes and COID Act. Interpersonal relations/Communication skills (written, presentation, verbal and listening). Analytical thinking, problem– solving and decision-making skills, presentation skills, strategic capability, change of management skills, report writing skills, client orientation, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations and policies.
<b><u>DUTIES</u></b>	:	Coordination of Occupational Injuries, Accident and Disease Forms, and follow up on claims. Liaise with the Department of Labour and for the management of IODs. Report daily, monthly and annual OHS Statistics. Organize venues for OHS Meetings, and Trainings. Assists with OHS /Wellness Audits. Coordinate the quality assurance documents and of OHS master file. Filing of confidential and no confidential documents. Report OHS/ Wellness challenges to supervisor. Assist in health awareness and the facilitation of health – related events, activities and interventions (Wellness Day, HIV/AIDS etc.).
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/235</u></b>	:	<b><u>HR CLERK (PROD): HUMAN RESOURCE ADMINISTRATION REF NO: DOT 164/08/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>CENTRE</u></b>	:	Sarah Baartman; Alfred Nzo
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. PERSAL knowledge will be an added advantage. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<b><u>DUTIES</u></b>	:	Implementation of human resource administration practices concerning HR Provisioning. Implementation of appointments and transfers. Conduct verification of qualifications. Provide secretariat functions at interviews. Assist in the management of probationary periods for employees. Respond to human resource administration enquiries and inform supervisor accordingly. Maintain high ethical standards in own work environment. Implementation of service benefits: Verify records of all departmental employees who are the homeowners and those who are tenants. Process leaves gratuity and discounting applications. Process Z102 on-line withdrawal of fund application forms and overleaf timeously. Capture pension application forms for resigned, retired and deceased officials. Assist in the administration of leave matters. Assist in the implementation of PILIR in the district. department. Maintain high ethical standards in own work environment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White, males and African, Coloured, White, Indian females are encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

<b><u>POST 31/236</u></b>	:	<b><u>HR CLERK (PROD): HUMAN RESOURCE ADMINISTRATION</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) In House Construction – Makhanda Ref No: DOT 165/08/2024 Chris Hani Ref No: DOT 166/08/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. No experience, however, exposure in the environment will be an advantage. PERSAL knowledge will be an added advantage. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<b><u>DUTIES</u></b>	:	Implementation of service benefits: Verify records of all departmental employees who are the homeowners and those who are tenants. Process leaves gratuity and discounting applications. Process Z102 online withdrawal of fund application forms and overleaf timeously. Capture pension application forms for resigned, retired and deceased officials. Assist in the administration of leave matters. Assist in the implementation of PILIR in the district department. Maintain high ethical standards in own work environment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White Females and White, Indian males are all encouraged to apply, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/237</u></b>	:	<b><u>FINANCE CLERK (PROD): REVENUE &amp; DEBTORS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Amathole Ref No: DOT 167/08/2024 Sarah Baartman Ref No: DOT 168/08/2024 Alfred Nzo Ref No: DOT 169/08/2024
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<b><u>DUTIES</u></b>	:	Conduct revenue collection services. Assist in the Implementation of departmental revenue collection plan. Monitor the collection of revenue on the allocated revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NATIS report act on any differences. Coordinate reconciliation of reports with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/238</u></b>	:	<b><u>PRINCIPAL DRIVER / OPERATOR: MAINTANANCE REF NO: DOT 170/08/2024 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Amathole
<b><u>REQUIREMENTS</u></b>	:	An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code EC driver's licence (Code 14) with valid PrDP. 3 year's road related experience of which 1 year working experience as a Low Bed Driver (Transportation of abnormal loads). Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules

<b><u>DUTIES</u></b>	:	Ability to operate equipment for loading and unloading with little or no supervision several times daily. Strong desire to keep Truck and Trailer safe, well maintained and clean. Strap & Chain the load safely and securely. Willingness and ability to operate or drive other construction plant/equipment (i.e., Platform truck, Bus Driver etc.). Report all equipment malfunctions to maintenance staff. Operate Low bed trailer safely and efficiently on public highways representing the Department in a professional manner.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to White, Coloured, Indian females and Coloured, White males are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/239</u></b>	:	<b><u>ADMIN CLERK (PROD): SECURITY WORKPLACE AND ENVIRONMENT MANAGEMENT SERVICES REF NO: DOT 171/08/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>CENTRE</u></b>	:	In House Construction (Makhanda)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. Grade B or A Psira security certificate. No experience, however, exposure in the Security Workplace Management Services Environment will be an advantage. A valid Driver's Licence minimum code B. Knowledge of procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<b><u>DUTIES</u></b>	:	Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces. Delegating cleaning and maintenance tasks to team members. Ensuring proper security measures for the workplace, including collaborating with security system or a team of security professionals. Creating reports on maintenance, repairs, safety and other occurrences for supervisors. Administer Security Contracts for In House Construction.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/240</u></b>	:	<b><u>ADMIN CLERK (PROD): EXECUTION REF NO: DOT 172/08/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>CENTRE</u></b>	:	In House Construction (Makhanda)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. No experience, however, exposure in the Environment will be an advantage. Knowledge of procurement procedures; Administrative procedures; Financial/HR management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<b><u>DUTIES</u></b>	:	Provide administrative support functions. Ensure compliance and execution of logistical functions. Ensure all documents are filed according to the filing system of DOT. Act as Secretariat in a Technical Meeting. Rendering all Survey and Lab Services
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/241</u></b>	:	<b><u>ADMIN CLERK (PROD): SECURITY INFORMATION &amp; TECHNOLOGY SERVICES REF NO: DOT 173/08/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations. Skills: Computer skills. Public Service Act. Public Service Regulations. Microsoft Office packages (ie. Outlook,

		Powerpoint; Excel; Word; Sharepoint etc) IT Service Desk / Helpdesk; Assets Management.
<b><u>DUTIES</u></b>	:	Assist in administrative/clerical support to IT Office; Operate office equipment i.e.. Photocopiers and fax machines. Receive and direct telephone calls for the office Logging of Service requests / Calls on the IT Helpdesk and assigning them to technicians. Updating of calls daily; Drawing reports from the IT Helpdesk system.; Administration related to the IT section; Asset Transfer management; Updating of Information relating to the IT Section. Assist with procurement requests, record keeping and filing Assist in the preparation of memos and requests for approval for the Section. Coordinate appointments with Service Providers and IT Technician's within the District. Arrange meetings and events for the office. Process Travel and subsistence claims of the staff in the office. Draft routine correspondence and reports; Administer leave registers; Assist and manage with procurement of basic stationary Remain abreast with the procedures and processes that apply in the office. Study the relevant Public Service and Departmental prescripts/ Policies and other documents to ensure that the application thereof is understood correctly.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, White, Indian females and Coloured, Indian, White males are all encouraged to apply.
<b><u>POST 31/242</u></b>	:	<b><u>ADMIN CLERK (PROD): COMMUNITY DEVELOPMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) KWT Ref No: DOT 174/08/2024 Amathole Ref No: DOT 175/08/2024 Sarah Baartman Ref No: DOT 176/08/2024
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian, African, White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/243</u></b>	:	<b><u>PRINCIPAL DRIVER OPERATOR: GRADER OPERATOR (CONSTRUCTION UNIT) REF NO: DOT 177/08/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), annual salary range In House Construction (Makhanda)
<b><u>REQUIREMENTS</u></b>	:	An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code C1/ C/ EC driver's licence. PrDP will be an added advantage. Valid Grader operator certificate of competence is compulsory (Expired certificates will not be considered). 3 years road related experience of which 1 year as a Grader Operator. Knowledge: Knowledge of grading, patch gravelling, slope cutting, mitre drain cutting, side drain cutting, reshaping, re gravelling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.

<b><u>DUTIES</u></b>	:	Pre-check start activities before performing any work. Operates self-propelled grader to spread and level dirt, gravel, and stone, to grade specifications in construction and maintenance of earthwork structures, such as highways, streets, and temporary roads. Drives grader and moves levers to regulate height and angle of grader blade, lower scarifier that loosens packed soil to permit grading, and to tilt front wheels of grader when making sharp turns. Drives grader in successive passes over working area, observing reference stakes or hand signals of assisting worker, to level surface to specified grade. Feels lever and listens to sound of engine to determine depth of cut. May perform fine or rough grading and be designated Motor Grader, Fine Grade, Motor Grader, Rough Grade.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/244</u></b>	:	<b><u>DRIVER EXTRA HEAVY 11: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 178/08/2024</u></b> Re- Advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R183 279 – R215 892 (Level 04), (annual salary range) Joe Gqabi A minimum NQF level 2 qualification (or grade 10 or higher final year report/ statement). Valid code EC driver's license (Code 14) with valid PrDP. 3 year's road related experience of which 1 year working experience as a Low Bed Driver (Transportation of abnormal loads). Recent medical fitness report not older than 12 months. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules for transportation of heavy and abnormal loads.
<b><u>DUTIES</u></b>	:	Ability to operate equipment for loading and unloading of heavy and abnormal loads with little or no supervision several times daily. Proper safekeeping, maintenance and cleaning of Truck and Trailer. Ensure safe and secure strapping & chaining of load before trip. Willingness and ability to operate or drive other construction plant/equipment (i.e., Platform truck, Bus Driver etc.). Report all equipment malfunctions to mechanical maintenance staff. Operate Low bed trailer safely and efficiently on public highways representing the Department in a professional manner.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, White Males and Coloured, White females, including People with Disabilities are all encouraged to apply.
<b><u>POST 31/245</u></b>	:	<b><u>DATA CAPTURER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R183 279 – R215 892 (Level 04), (annual salary range) Community Development (CBP): Amathole Ref No: DOT 179/08/2024 District Scholar Transport: Chris Hani Ref No: DOT 180/08/2024 Innovation & Empowerment: Sarah Baartman Ref No: DOT 181/08/2024 Alfred Nzo Ref No: DOT 182/08/2024 Community Development: Sarah Baartman Ref No: DOT 183/08/2024
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g, databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all

encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

- POST 31/246** : **DATA CAPTURER: DISTRICT SCHOLAR TRANSPORT**  
(12 Months Contract)
- SALARY CENTRE** : R183 279 – R215 892 per annum (Level 04), (annual salary range)  
: Sarah Baartman Ref No: DOT 184/08/2024  
Alfred Nzo Ref No: DOT 185/08/2024  
Chris Hani Ref No: DOT 186/08/2024  
KWT Ref No: DOT 187/08/2024
- REQUIREMENTS** : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics will be an added advantage.
- DUTIES** : Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g, databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)
- NOTE** : In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
- POST 31/247** : **SENIOR ROAD WORKER: CONSTRUCTION SITE MANAGEMENT SERVICES REF NO: DOT 188/08/2024**
- SALARY CENTRE** : R183 279 – R215 892 per annum (Level 04), (annual salary range)  
: In-House Construction (Makhanda)
- REQUIREMENTS** : Abet Level 2, Valid Code 10 Driver's Licence. 4 years road related experience. Must be healthy and physically fit. Preparedness to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
- DUTIES** : Provides lead direction, training, and work review to a crew; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work. Constructs drainage structures. Maintains records of work performed and materials used Assumes duties of Supervisor as required. Repairs or replaces asphalt or concrete; covers potholes; seals cracks in asphalt; installs, cleans and repairs culverts; sprays or removes weeds and brush; performs a variety of other manual tasks including lifting, carrying and use of hand tools. Gravel roads and surface.
- ENQUIRIES** : Can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)
- NOTE** : In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
- POST 31/248** : **CLEANER: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 189/08/2024**
- SALARY CENTRE** : R183 279 – R215 892 per annum (Level 04), (annual salary range)  
: Sarah Baartman
- REQUIREMENTS** : ABET Level 2. No previous experience required, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
- DUTIES** : Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, White, Indian females and Coloured, Indian, White males are all encouraged to apply.
<b><u>POST 31/249</u></b>	:	<b><u>ROAD WORKER: TRANSPORT INFRASTRUCTURE</u></b>
<b><u>SALARY CENTRE</u></b>	:	R155 148 – R182 757 per annum (Level 03), (annual salary range) Alfred Nzo Ref No: DOT 190/08/2024 (X3 Posts) Amathole Ref No: DOT 191/08/2024
<b><u>REQUIREMENTS</u></b>	:	ABET Level 2, Valid Code 10 Driver's Licence. 3 years road related experience. Must be healthy and physically fit. Preparedness to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<b><u>DUTIES</u></b>	:	Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Loading and off-loading of material. Concrete work and steel fixing. Digging of trenches, cleaning of mitre and side drains. Washing of machinery and cleaning of workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/250</u></b>	:	<b><u>DRIVER MESSENGER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R155 148 – R182 757 per annum (Level 03), (annual salary range) Chris Hani: Asset, Logistics & Disposal Management Services Ref No: DOT 192/08/2024 Administration Services (Ref No: DOT 193/08/2024)
<b><u>REQUIREMENTS</u></b>	:	NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 12 months driving experience. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<b><u>DUTIES</u></b>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<b><u>POST 31/251</u></b>	:	<b><u>DRIVER MESSENGER: INFORMATION MANAGEMENT: TRAFFIC INFRINGEMENTS MANAGEMENT SERVICES REF NO: DOT 194/08/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE</u></b>	:	R155 148 – R182 757 per annum (Level 03), (annual salary range) KWT
<b><u>REQUIREMENTS</u></b>	:	NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 12 months driving experience with Code EC [14] and a valid PrDP. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<b><u>DUTIES</u></b>	:	Drive light, medium and heavy motor vehicles to transport passengers and goods, including mail or correspondence, mobile VTS Trucks, Roadblock buses and Law Enforcement Equipment. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office: Collect and deliver documentation and related items in the department. Deliver and collect data in the districts and stations. Copy and fax documents. Assist in the registry.



<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian, White females are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/252</u></b>	:	<b><u>GENERAL ROAD WORKER: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 195/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R131 265 – R154 626 per annum (Level 02), (annual salary range) Sarah Baartman ABET Level 2, Valid Driver's Licence minimum code 10. 3 years road related experience. Must be healthy and physically fit. Preparedness to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<b><u>DUTIES</u></b>	:	Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Loading and off-loading of material. Concrete work and steel fixing. Digging of trenches, cleaning of mitre and side drains. Washing of machinery and cleaning of workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply.
<b><u>POST 31/253</u></b>	:	<b><u>GENERAL WORKER: CONSTRUCTION SITE MANAGEMENT REF NO: DOT 196/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R131 265 – R154 626 per annum (Level 02), (annual salary range) Amathole Abet Level 2 or grade 8. 3 years' road related experience. Must be healthy and physically fit. Prepared to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<b><u>DUTIES</u></b>	:	Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Load and off-load of material. Concrete work and steel fixing. Dig trenches, clean mitre and side drains. Wash machinery and clean workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to White, Coloured, African females, Coloured and White male are all encouraged to apply, including People with Disabilities.
<b><u>POST 31/254</u></b>	:	<b><u>GENERAL ASSISTANT</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R131 265 – R154 626 per annum (Level 02), (annual salary range) Amathole Ref No: DOT 197/08/2024 (X3 Posts) Alfred Nzo (Bizana Traffic Station) Ref No: DOT 198/08/2024 (X3 Posts) ABET. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
<b><u>DUTIES</u></b>	:	Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: 604 7674 / 7539 / 7572 / 7504.
<b><u>NOTE</u></b>	:	e-recruitment technical enquiries: <a href="mailto:simphiwe.mgudlwa@ectransport.gov.za">simphiwe.mgudlwa@ectransport.gov.za</a> In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

**POST 31/255** : **FOOD SERVICE AID: ADMINISTRATION SERVICES REF NO: DOT 199/08/2024**

**SALARY** : R131 265 – R154 626 per annum (Level 02), (annual salary range)  
**CENTRE** : KWT  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3. No experience, however, exposure in the environment will be an advantage. Knowledge: Working procedures in respect of own work environment. Communication skills. Time management.

**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. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

**ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.  
: e-recruitment technical enquiries: [simphiwe.mgudlwa@ectransport.gov.za](mailto:simphiwe.mgudlwa@ectransport.gov.za)

**NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males, Coloured, Indian and White females are all encouraged to apply, including People with Disabilities.

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

**OTHER POSTS**

<b><u>POTS 31/256</u></b>	:	<b><u>CLINICAL MANAGER (DENTAL) REF NO H/C/1/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 348 635 – R1 494 765 per annum, OSD Grade 2: R1 538 967 – R1 680 780 per annum, OSD all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Lejweleputswa District Matric, plus BDS/BChD, Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Current Registration with HPCSA (2024/2025). Valid Driver's license. Minimum of 4 years appropriate experience as a Dentist after registration with HPCSA. 2 years managerial experience in the public sector and/or a relevant. postgraduate qualification will be an added advantage. Knowledge And Skills: Computer literacy (MS Word, Excel, PowerPoint, Microsoft Teams; Zoom) etc. Excellent communication skills (written and verbal). Sound knowledge of Oral Health Services Legislations and related legal and ethical practices. Sound knowledge of Finance PFMA and Public Service Act and Regulations. Good Communication and interpersonal relations skills, IT, Financial and Human Resources Management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Ability to work with Oral Health Services Multidisciplinary Team and intersectoral partners relevant to the provision of holistic services. Willingness to manage, train and supervise Oral Health Staff and other healthcare.
<b><u>DUTIES</u></b>	:	Manage and utilize human resources (Dentists, Dental Therapists, Oral Hygienists, Dental Assistants, and all other staff within Oral Health). To manage and supervise the Lejweleputswa Health District Oral Health Staff. To manage the commuted overtime of Dentists and overtime of Oral Health staff. Develop/implement an operational plan and participate in the development, implementation and monitoring of the Lejweleputswa District Health Plan. To coordinate oral health services by managing the formulation, implementation and monitoring of policies, protocols and regulations. To manage effectively, efficiently and economically the finances of the Health District Oral Health Services according to PFMA. Utilize health information technology and other health information systems for enhancement of service delivery in the district. Lead and manage quality assurance activities. To be involved in recruitment and placement of staff within Lejweleputswa Health District. To provide access to skills development and capacity building opportunities. To provide technical support to Facility Managers and Program Managers for an integrated district health system. To work collaboratively in solving problems and generate solutions to common problems within the programme.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. NF Gigi Tel No: (057) 352 2706 To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/257</u></b>	:	<b><u>MEDICAL SPECIALIST (PAEDIATRICS) RE NO: H/M/1/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 271 901 - R1 348 635 per annum, OSD Grade 2: R1 451 214 - R1 538 969 per annum, OSD Grade 3: R1 680 780 – R2 097 327 per annum, OSD all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Centre of Excellence Pelonomi Tertiary Hospital Matric, plus MBChB degree, plus graduate qualifications in Masters Degree in Paediatrics, MMed (Paed). Registration with HPCSA as a Medical Specialist in Paediatrics. Current registration with the HPCSA for the period of 2024/2025. Experience <b>Grade 1</b> : None after registration as a medical Paediatric Specialist with Health Professional Council of South (HPCSA) in respect of South African qualified employees. <b>Grade 2</b> : A minimum of 5 years' appropriate experience as Medical Paediatric Specialist after registration with HPCSA. <b>Grade 3</b> : A minimum of 10 years' appropriate experience as Medical Paediatric Specialist after registration with HPCSA in a recognised Paediatric speciality. Valid driver's license. Knowledge And Skills: Good communication and Interpersonal skills. Counselling and conflict management skills. Problem Solving Skills. Basic Computer Skills. Ability to advocate for patient and facilitate proper

treatment and care. Good understanding of HIV/AIDS, DS TB and DR TB management and all treatment policies and guidelines and ensure implementation thereof.

**DUTIES** : Service delivery and medical administration: Paediatric infectious diseases, including HIV, TB and other communicable conditions at the Pelonomi and supporting the whole Province of the Free State. Provide outreach, in-reach, and support services to the rest of the province. Rendering commuted overtime is compulsory. Involvement in teaching, training and research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA and UFS. Perform all reasonable duties as directed by the Head of Department at the Centre of Excellence. Conducting clinical audits. Monitoring of relevant clinical effectiveness indicators.

**ENQUIRIES APPLICATIONS** : Dr S Steyn Tel No: (051) 405 1107/33  
To: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 31/258** : **DEPUTY MANAGER NURSING REF NO: H/D/1/2024 (X1 POST)**

**SALARY** : R930 747 per annum. Plus 13th Cheque Medical Aid (Optional), all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules. Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Corporate Office: Regional Training Centre  
Matric, plus Diploma/ degree in Nursing or equivalent qualification that allows the registration with South African Nursing Council as a General Nurse and Midwife. An appropriate B degree or Diploma in Nursing Education and in Nursing Management or Nursing Administration registered with South African Nursing Council. Current registration with South African Council as a General Nurse & Midwife. A minimum of 9 years appropriate/ recognisable experience in nursing after registration with SANC as General Nurse. At least 3 years of the period referred above be appropriate/ recognisable experience at management level. Valid Driver's licence. Computer literacy. 5-8 years' experience in human capacity building, management and training will be added advantage. Knowledge and Skills: In-depth knowledge and understanding of Public Service. Skills Development Legislative Framework. Strategic thinking. Project Management. Change Management. People Management and Customer Focus.

**DUTIES** : Leadership and Governance in the Health Sector enhanced to improve quality care. Coordinate the identification of clinical training needs on healthcare priorities. Develop and implement annual training plan to support programs with clinical training and development. Coordinate and conduct in-service trainings for Health Professionals and support staff. Lead development, Institutional clinical protocols and policies across the province. Develop quality assurances measures for all clinical trainings. Coordinate the dissemination of relevant, new health guidelines, policies and information by National Department of Health. Compile reports in line with plans and legislation. Institutional capacity strengthened through appropriate Human Resource for Health. Manage, coordinate and conduct clinical training on HIV/AIDS, TB Primary Health Engineering, Maternal and Child Health, Communicable, non-communicable diseases. Oversee Centre of Excellence staff and Operations. Management of RTC Human and Financial resources. Performance management for RTC and Centre of Excellence personnel. Facilitate the filling of vacant posts. Compile budget inputs in line with DORA requirements. Ensure procurement of goods and services in line with SCM processes and prescripts. Implement the Sub – Directorate risk management plan and provide reports.

**ENQUIRIES APPLICATIONS** : Me. NP Plank Tel No: (051) 408 1531  
To: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 31/259** : **ASSISTANT DIRECTOR: DIETETICS REF NO: H/A/1/2024 (X1 POST)**

**SALARY** : R605 550 per annum. Plus 13th Cheque Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Lejweleputswa District  
Matric, Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dietetics. Currently registered with the Health Professions Council of South Africa (HPCSA 2024/2025). A minimum of (5) years' appropriate experience after registration with the HPCSA as a Dietitian of which 3 years must be at managerial management level. Drivers' licence. Knowledge And Skills: Knowledge of principles of a human rights framework, health system and supporting structures in South Africa. Knowledge of relevant Acts, regulations, policies, strategies, guidelines, and protocols within the department of health that impact on nutrition outcomes. Knowledge of the science of nutrition, social determinants and commercial

determinants of health and its impact on nutrition and health outcomes. Knowledge of research methodologies for data collection, analysis and presentation, use of current evidence-based nutrition for improving nutrition outcomes, knowledge of strategies, guideline and training manual development and review process and the principles of effective monitoring and evaluation. Good communication (verbal and written), analytical thinking, facilitation, teamwork and teambuilding, flexibility and adaptability, networking and collaboration, negotiation, advocacy, problem solving, initiative and creativity, time management and computer skills (MS Office package).

**DUTIES** : Adhere to all relevant Acts, guidelines, policies and specifications, and ensure implementation and integration into practice. To take managerial responsibility for coordinating, planning and organizing priorities of service in relation to Integrated Nutrition Program (INP). Plan the sectional budget in line with estimated client requirements and ensure that consumable and non consumable goods, equipment and staff are available to achieve agreed output and foreseeable additional demands. Contribute to improved child survival and Maternal health focusing on Pregnancy and lactation and congenital abnormalities. Optimally manage all available resources of the department, i.e. personnel, facilities, equipment and supplies. Support the implementation of food and nutrition security interventions to address hunger, food insecurity and malnutrition in vulnerable populations. Implement the South African Food-Based Dietary Guidelines (SAFBDG) to promote good health and prevent chronic diseases. Planning and conducting trainings programs for health-care workers. Monitoring and evaluation of nutrition services at facilities and community level. Monitoring of Vitamin, A, Zinc, Iron and Folic acid supplementation at facility level. Participating in School health initiatives through Anthropometric assessment, education and referrals. Provide support and supervision on nutrition activities to staff implementing health and nutrition services. Reviewing, updating, developing and approving SOPs, policies, protocols and diet sheets for the unit as needed. Evaluate Food service systems at Non-Governmental Organizations to ensure conformance to nutritional, safety, sanitation and quality standards. Monitoring and evaluating monthly nutrition statistics. Compiling and submitting monthly reports. Assisting in compiling and monitoring the implementation of operational and departmental.

**ENQUIRIES** : Me. NF Gigi Tel No: (057) 352 2706

**APPLICATIONS** : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 31/260** : **ASSISTANT DIRECTOR OCCUPATIONAL THERAPY REF NO: H/A/2/2024 (X1 POST)**

**SALARY** : R605 550 per annum. Plus 13th Cheque Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Lejweleputswa District

**REQUIREMENTS** : Matric, Appropriate qualification that allows for registration with HPCSA in Occupational Therapy. Registration with the HPCSA in Occupational Therapy as an independent practitioner. A minimum of 5 years' appropriate experience after registration with HPCSA post community service in Occupational Therapy of which 3 years must be appropriate experience in management or supervisory management. Currently registered with the Health Professions Council of South Africa (HPCSA 2024/2025). Driver's license. Knowledge And Skills: The applicant must be able to work under pressure, be able to lead a team and collaborate with District hospitals within the Lejweleputswa District to implement strategy in daily operations to achieve outcomes set.

**DUTIES** : Ensure provision of quality occupational therapy services are rendered based on guidelines and protocols. Implement quality assurance measures in the section and ensure that areas of non-compliance are attended to. Develop and ensure implementation of strategies in occupational therapy services as required. Management and administration of tasks in the section. Supervision of staff and ensure that continuous professional development system is in place. Relevant experience in research and data analysis will serve as an advantage. Understanding of the relevant Acts prescripts and legislations. Relevant experience in HR (Human Resource) and financial management. Demonstrate the ability to use Health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcomes set. Previous management experience of five (5) years will be an advantage. Collaborate with other clinical departments and assist FSDoH in dealing with the medico legal/litigation cases against the district hospital. To collaborate and ensure the smooth running of occupational therapy services within the district. To organize, co-ordinate and supervise the provision of occupational services to improve activities of daily living (ADL) according to the vision and mission of the

department to ensure that our clients are as functional as possible before their illness/accidents. To solve complex management and technical problems skilfully in the interest of efficient service delivery. To authorize and control all projects relating to the improvement of service delivery in his/her area of operation. To promote harmonious teamwork among various categories of staff within the unit/department as well as the institution. Human Resources Management: To ensure the service provision and human resources training are in keeping with National, Provincial and Institutional policies. To ensure the practice of good quality financial management using the Public Financial Management Act (1999). This act promotes good financial management in order to maximize service delivery through the effective and efficient use of the limited resources. To ensure that student training complies with required competencies and outcomes. To promote and facilitate staff development programs for capacity building and career-path. To promote counselling and guidance when required and to adhere to a code of patient confidentiality. Financial Management: To provide inputs in the decision making and recommendations with regards to procurement of equipment and consumables. To monitor expenditure and implement innovative methods of using available financial and human resources to meet the goal. To be responsible for the safe-keeping and use of state/institutional assets in the department. Operations and strategic management: To apply leadership and strategic management skills when planning, coordinating and implementing protocols/guidelines/Standard Operation Procedures in order to streamline Occupational therapy services according to prescribed referral patterns. To participate and make inputs at institutional and provincial management meetings.

- ENQUIRIES** : Me. NF Gigi Tel No: (057) 352 2706  
**APPLICATIONS** : To: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 31/261** : **ASSISTANT DIRECTOR ENVIRONMENTAL HEALTH REF NO: H/A/3/2024 (X1 POST)**
- SALARY** : R605 550 per annum plus 13<sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.  
**CENTRE** : Lejweleputswa District  
**REQUIREMENTS** : Matric- Bachelor's Degree recognized by SAQA in Environmental Health and current registration as an Environmental Health Practitioner with the Health Professions Council of South Africa. Experience- Grade 1: At least 5 years' relevant experience in Environmental Health of which 3 years must be at a supervisory level. At least 5 years' experience in actual post of Assistant Director Environmental Health. Currently registered with the Health Professions Council of South Africa (HPCSA 2024/2025). Valid drivers' license. Knowledge and Skills: Knowledge of policy making processes. Building Safety programs and protocols. Public Services Regulations. Public Services Act. Batho Pele Principles. Appropriate understanding of Environmental Health scope of practice and norms and standards. Project and stakeholder management. Excellent negotiation skills. Facilitation and communication skills (written and verbal). Good human relations. Ability to teach and train staff within a team. Basic computer literacy. Ability to work as part of a multidiscipline team at all levels.
- DUTIES** : Develop, monitor and implement environmental health related policies, guidelines, plans, norms and standards and procedures. As it relates to: Hazardous Substances, Waste management, Pest Control and related Regulations. Coordinate Hazardous Substances, Waste management and Pest Control. Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Province and Municipalities. Ensure effective and efficient resource management. Manage and mitigate risks related to health care risk waste, hazardous substances and pest control. Establish, attend and convene provincial forums that seek to further the aims of waste reduction and green economy in the province. Monitor waste management, utilize health information technology and other information systems to enhance service delivery in the province. Generate reports for decision-making.
- ENQUIRIES** : Me. NF Gigi Tel No: (057) 352 2706  
**APPLICATIONS** : To: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 31/262** : **OPERATIONAL MANAGER NURSING: PNB3: REF NO H/O/1/2024 (X20 POSTS)**
- SALARY** : R656 964 per annum. Plus 13<sup>th</sup> Cheque Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.  
**CENTRE** : Lejweleputswa District  
**REQUIREMENTS** : Matric, plus Diploma/Degree in nursing that allows registration with the SANC as a General Nurse & Midwifery plus one year post basic nursing qualification

in Primary Health Care , Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration / Management or in Health Care Services Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management. Current Registration with the SANC as Professional Nurse 2024/2025. Knowledge And Skills: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and finance policies etc. Leadership, organization, decision making and problem solving, conflict handling and counselling. Co-ordination and planning skills. Ability to assist in formulation of patient care related policies. The candidate should be computer literate and possess a valid & unendorsed driver's license including competency in driving. Shortlisted candidates will be assessed for computer-use competency. Correspondence & engagement will only be entered into with candidates who meet the requirements.

**DUTIES**

: To plan, organise and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilisation and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realisation assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participate in staff & student development activities. Exercise independent control over discipline line, grievance and labour relations issues according to the existing policies and procedures. Identify, develop and exercise management of risk in the workplace. Liaise the Sub District, District and all other essential stakeholders. Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyse health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify 'transversal "primary' health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning and maintenance and information managements terms.

**ENQUIRIES**

: Me. NF Gigi Tel No: (057) 352 2706

**APPLICATIONS**

: To: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 31/263**

: **OPERATIONAL MANAGER (PNA5) REF NO: H/O/2/2024 (X1 POST)**

**SALARY**

: R520 560 per annum. Plus 13th Cheque Housing Allowance, Uniform Allowance, Medical Aid (Optional)

**CENTRE**

: Centre Of Excellence Pelonomi Tertiary Hospital

<b><u>REQUIREMENTS</u></b>	:	Matric, plus Diploma/Degree in Nursing that allows registration with SANC as General Nurse & Midwife. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as a General Nurse. Current registration with the South African Nursing Council 2024/2025 as a General Nurse and Midwife. Knowledge And Skills: Good communication and Interpersonal skills. Counselling and conflict management skills. Problem Solving Skills. Basic Computer Skills. Ability to advocate for patient and facilitate proper treatment and care. Good understanding of HIV/AIDS, DS TB and DR TB management and all treatment policies and guidelines and ensure implementation thereof.
<b><u>DUTIES</u></b>	:	Maintain constructive and harmonious working relationship with Colleagues and multidisciplinary team and other stakeholders. Ensure the provision of effective and efficient patient care. Manage and utilise Centre of Excellence resources (human and material) in accordance with relevant directives and legislation. Ensure the implementation of Batho–Pele Principles in the Unit. Support training and research in the Unit. Compile monthly reports timeously.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. NP Mdalana Tel No: (051) 408 1814
	:	To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/264</u></b>	:	<b><u>OPERATIONAL MANAGER (PNA5) REF NO: H/O/1/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R520 560 per annum. Plus 13th Cheque Housing Allowance, Uniform Allowance, Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Thusanong District Hospital
	:	Matric, plus Diploma/Degree in nursing that allows registration with the SANC as Professional Nurse. Management will be an added advantage. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse in general nursing with SANC. Current Registration with the SANC as Professional Nurse 2024/2025. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority in health programs. Knowledge and understanding of ideal hospital realization. Human material resource and risk management. Other relevant legal framework such as: Health Act, Nursing Act, Occupational Health and Safety, Patient's Rights Charter, Batho Pele Principles, Nursing Strategy.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other Stakeholders (I.e. Inter-professional, inter-sectoral and multi-disciplinary teamwork) Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. DA Buti Tel No: (057) 065 0470
	:	To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/265</u></b>	:	<b><u>CLINICAL PROGRAM COORDINATOR: PNA5 REF NO: H/C/2/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R520 560 per annum. Plus 13th Cheque Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Training Centre: Mangaung Metro District
	:	Matric, plus Diploma/Degree in Nursing that allows registration with the South African Nursing Council as General Nurse & Midwife. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a General nurse and Midwife. Diploma / Degree in Nursing Education with a duration of at least one year accredited by South African Nursing Council. Valid Driver's Licence, computer literacy. Current registration with SANC (2024/2025) as a General Nurse & Midwife. Knowledge And Skills: Good communication and interpersonal skills. Good understanding of Skills Development policies and HIV/ AIDS management and all treatment policies and guidelines. Knowledge of PFMA. Ability to work independently, under pressure, strong negotiation, problem solving and conflict management skills. Be willing to travel extensively. Knowledge of all clinical programs, including WBPHCOT Programs. Knowledge of key priority health programs.
<b><u>DUTIES</u></b>	:	Manage RTC Training and training resources. Coordinate and conduct Clinical Trainings. Develop Training strategies. Give support and motivate Learners. Compile reports and evaluate the quality of training. Collaborate with Districts and Provincial Supporting Partners and Programme Managers.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. NP Mdalana Tel No: (051) 408 1814
	:	To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>



<b><u>POST 31/266</u></b>	:	<b><u>CLINICAL PROGRAM COORDINATOR: PNA5 VERTICAL TRANSMISSION PREVENTION (VTP) REF NO: H/C/3/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R520 560 per annum. Plus 13th Cheque Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	HIV/AIDS Fezile Dabi
<b><u>REQUIREMENTS</u></b>	:	Matric, plus Diploma/Degree in Nursing that allows registration with the South African Nursing Council as General Nurse & Midwife. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a General nurse and Midwife. Valid Driver's Licence, Current registration with SANC (2024/2025). Knowledge And Skills: Good communication and interpersonal skills. Knowledge of HIV& AIDS maternal Health Policies and guidelines.
<b><u>DUTIES</u></b>	:	Coordinate and promote implementation of VTP services. Participate in marketing of VTP services. Monitoring and reporting of VTP services. Effective an efficient utilization of resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. M Sekonyela Tel No: (051) 408 1285 TO: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/267</u></b>	:	<b><u>CLINICAL PROGRAM COORDINATOR: PNA5 PARTNERSHIP AND STAKEHOLDERS COORDINATOR</u></b>
<b><u>SALARY</u></b>	:	R520 560 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Fezile Dabi District Ref No: H/C/4/2024 (X1 Post) Xhariep District Ref No: H/C/5/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matric, plus Diploma/Degree in Nursing that allows registration with the South African Nursing Council as General Nurse & Midwife. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a General nurse and Midwife. Valid Driver's Licence, computer literacy. Current registration with SANC (2024/2025). Knowledge And Skills: Good communication skills. Computer Literacy. Ability to work under pressure and deliver tight deadlines. Strong ability to build and work as a team member. Knowledge of the relevant legislations, policies prescripts and procedures.
<b><u>DUTIES</u></b>	:	Responsible for implementing the program's WBPHCOT's policy framework and strategy in the district. Link the program with all internal and external stakeholders of the department. Generate, interpret and consolidation of all the program reports. Support the Community Development Practitioner in ensuring that Partnerships in the district plan. Represent the program in all meetings such as Management, Business Plan Reengineering, Nerve Centre, TROA, FCC, DSP, Disease Outbreak Team and Transport. Training, Supervision and Budget Management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. I Moisi at 073 01 4357 and Me. MN Daniels- Moeketsi at 073 2002 554 To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/268</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) (CLINICAL MENTOR) - (PNB1 – PNB2)</u></b> HIV/AIDS Directorate
<b><u>SALARY</u></b>	:	Grade 1: R451 533 – R530 326 per annum Grade 2: R553 545 - R686 211 per annum Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	Xhariep District Ref No: H/C/6/2024 (X1 Post) Feile Dabi District Ref No: H/C/7/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matric, plus Diploma/Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited with SANC. Current registration with SANC for (2024/2025). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality. A valid driver's license Knowledge and Skills: Good communication and interpersonal skills. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Good communication and interpersonal skills. Strong ability to work within a team. Knowledge of policies and HIV/AIDS management and all treatment policies and guidelines. Appropriate experience in the Management of HIV/AIDS Programs. Basic HIV/AIDS course for Health Professional / NIMART & ACC Trained.

**DUTIES** : Provide clinical mentoring, in-service training & professional development of Health Workers in all clinical programs. Dissemination & regular review of protocols, policies & mandates for all clinical programs & ensure the implementation of new developments by Clinicians. Coaching & mentoring of Participants after training to ensure the completion of workbooks & clinical practice. Strengthens the comprehensive clinical care in order to improve the performance outcomes of the programs. Liaise with different stakeholders to ensure optimal service delivery. Monitoring & evaluation of all clinical programs. Compile reports.

**ENQUIRIES APPLICATIONS** : Me. M Mahupela Tel No: (051) 408 1830  
: To: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 31/269** : **PROFESSIONAL NURSE SPECIALTY - PHC) (PNB1 – PNB2) REF NO: H/P/1/2024 (X4 POSTS)**

**SALARY** : Grade 1: R451 533 – R 530 326 per annum  
Grade 2 R553 545 - R686 211 per annum  
Plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Art Treatment and Care: Mangaung Metro District  
: Matric, plus Diploma/Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited with SANC. Current registration with SANC for (2024/2025). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty. A valid driver's license. Knowledge And Skills: Good communication and interpersonal skills. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Good communication and interpersonal skills. Strong ability to work within a team. Knowledge of policies and HIV/AIDS management and ALL treatment policies and guidelines. Appropriate experience in the Management of HIV/AIDS Programs. NIMART & ACC Trained.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a cost effective and equitable manner. Perform a clinical nursing practice and nursing standards as determined by the relevant health facility. Provide safe patient care. Manage patients records according to relevant legislation. Demonstrate an understanding of nursing legislation and ethical nursing practice. Manage and monitor proper utilization of human, financial and physical resources.

**ENQUIRIES APPLICATIONS** : Me. M Mahupela Tel No: (051) 408 1342  
: To: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 31/270** : **PROFESSIONAL NURSE SPECIALTY - PHC) (PNB1 – PNB2) REF NO: H/P/2/2024 (X7 POSTS)**

**SALARY** : Grade 1: R451 533 – R530 326 per annum  
Grade 2: R553 545 - R686 211 per annum  
Plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Mangaung Metro District  
: Matric, plus Diploma/Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited with SANC. Current registration with SANC for (2024/2025). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty A valid driver's license. Knowledge And Skills: Good communication and interpersonal skills. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Good communication and interpersonal skills. Strong ability to work within a team. Knowledge of policies and HIV/AIDS management and ALL treatment policies and guidelines. Appropriate experience in the Management of HIV/AIDS Programs. NIMART & ACC Trained.

**DUTIES** : Comprehensive management of key priority programs according to APP targets. Become focal persons for different key priority programs. Comprehensive management and ideal health facility according framework (

Patient waiting times, appointment system. Participate in leadership and governance activities eg staff meetings, nerve centre meetings. Become key role players in management of data for effective information and patients' outcomes. Management all stable chronic care patients and decanting strategy. Assist in overall management of the facility when required to.

**ENQUIRIES** : Mr. MW Malete Tel No: (051) 408 1342  
**APPLICATIONS** : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 31/271** : **PROFESSIONAL NURSE SPECIALTY CLINICAL FORENSIC MEDICINE SERVICE AND POST EXPOSURE PROPHYAXIS PROGRAM NURSE (PNA4)**  
 HIV/AIDS Directorate

**SALARY** : Grade 1: R451 533 – R530 326 per annum  
 Grade 2: R553 545 - R686 211 per annum  
 Plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE** : Fezile Dabi District Ref No: H/P/3/2024 (X2 Posts)  
 Xhariep District Ref No: H/P/4/2024 (X1 Post)  
 Thabo Mofutsanyana District Ref No: H/P/5/2024 (X2 Posts)  
 Mangaung Metro Ref No: H/P/6/2024 (X2 Posts)  
 Lejweleputswa Ref No: H/P/7/2024 (X2 Posts)

**REQUIREMENTS** : Matric, plus Diploma/Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse. A Diploma in Forensic Nursing Science. A minimum of 5 years appropriate/recognizable experience in nursing after registration with SANC. Current registration with SANC for (2024/2025). A valid driver's license.

**DUTIES** : Compile reports on performance of Victim Care Centre. Render medico-legal services and when required. Render comprehensive services to patients of sexual offences. Document clinical finding J88 and in clinical records. Provide medical care, post exposure prophylaxis. Compile sexual offences reports. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management.

**ENQUIRIES** : Me. MM Matomela Tel No: (051) 408 1734  
**APPLICATIONS** : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 31/272** : **PROFESSIONAL NURSE SPECIALTY - PHC) (PNB1 – PNB2) REF NO: H/P/8/2024 (X9 POSTS)**

**SALARY** : Grade 1: R451 533 – R530 326 per annum  
 Grade 2: R553 545 - R686 211 per annum  
 Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE** : Lejweleputswa District

**REQUIREMENTS** : Matric, plus Diploma/Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited with SANC. Current registration with SANC for (2024/2025). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty A valid driver's license. Knowledge and Skills: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and 22 care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance OHSC.

**DUTIES** : Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Competently collect and manage data generated and be able to report on it. Exercise and maintain high and quality record-keeping standards. Oversee and supervise subordinates within the facility.

		Provide PHC services to other facilities in Sub-District 3 & 4 as when the need arises and so asked.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. NF Gigi Tel No: (057) 352 2706
	:	TO: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/273</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY-ICU. PNB1-2 REF NO: H/P/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R451 533 – R530 326 per annum Grade 2: R553 545 - R686 211 per annum Plus 13th Cheque, Housing Allowance, Rural Allowance, Medical Aid (optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mofumahadi Manapo Mopeli Regional Hospital
	:	Matric, Diploma / Degree in nursing that allows registration with SANC as Professional Nurse plus post basic. Nursing qualification with a duration of at least 1 year, diploma in relevant speciality ICU accredited with SANC. A minimum of 4 years appropriate/recognisable experience in nursing after registration with SANC as a professional nurse plus a post-basic qualification with a duration of at least 1 year, accredited with SANC. A minimum of 14 years appropriate/recognisable experience in nursing after registration with SANC as a professional Nurse plus a post-basic qualification with a duration of at least 1 year, accredited with SANC. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs and computer literacy.
<b><u>DUTIES</u></b>	:	To provide quality individualised critical care to acutely ill unstable patients. Able to demonstrate speciality knowledge and skills. Participate in formulation of critical care protocols and guidelines. Able to interpret and analyse blood gases for implementation of proper nursing care standards Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in ICU. Maintain constructive relationship with nursing and other stakeholders. Manage and monitor proper utilization of human, financial and physical resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. MF Kobeli Tel No: (058) 718 3383
	:	To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/274</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY-ICU. PNB1-2 REF NO: H/P/10/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R451 533 – R530 326 per annum Grade 2: R553 545 - R686 211 per annum Plus 13th Cheque, Housing Allowance, Medical Aid (optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Boitumelo Regional Hospital
	:	Matric, Diploma / Degree in nursing that allows registration with SANC as Professional Nurse plus post basic. Nursing qualification with a duration of at least 1 year, diploma in relevant specialty ICU accredited with SANC. A minimum of 4 years appropriate/recognisable experience in nursing after registration with SANC as a professional nurse plus a post-basic qualification with a duration of at least 1 year, accredited with SANC. A minimum of 14 years appropriate/recognisable experience in nursing after registration with SANC as a professional Nurse plus a post-basic qualification with a duration of at least 1 year, accredited with SANC. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs and computer literacy.
<b><u>DUTIES</u></b>	:	To provide quality individualised critical care to acutely ill unstable patients. Able to demonstrate speciality knowledge and skills. Participate in formulation of critical care protocols and guidelines. Able to interpret and analyse blood gases for implementation of proper nursing care standards Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in ICU. Maintain constructive relationship with nursing and other stakeholders. Manage and monitor proper utilization of human, financial and physical resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. F Arends Tel No: (056) 216 5700
	:	To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/275</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY MMC ROVING TEAM - PHC) (PNB1 – PNB2)</u></b> HIV/AIDS Directorate
<b><u>SALARY</u></b>	:	Grade 1: R451 533 – R 530 326.per annum Grade 2: R553 545 - R686 211 per annum

		Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	Lejweleputswa District Ref No: H/P/11/2024 (X1 Post) Thabo Mofutsanyana District Ref No: H/P/12/2024 (X1 Post) Fezile Dabi District Ref No: H/P/13/2024 (X1 Post) Xhariep District Ref No: H/P/14/2024 (X1 Post) Mangaung Mero District Ref No: H/P/15/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited with SANC. Current registration with SANC for (2024/2025). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC. A minimum of 14 years appropriate/recognisable experience in nursing after registration with SANC A valid driver's license Knowledge and Skills: Appropriate knowledge and experience in the management of HIV Treatment and linkage to care services. Knowledge in Prevention strategies and Voluntary Medical Male Circumcision, Men's Health and /or HIV and AIDS.
<b><u>DUTIES</u></b>	:	To manage and support the implementation of the HIV Treatment and Prevention Programs at MMC sites. Manage and support the implementation of the HIV/ Treatment and Prevention, guidelines and protocols. Manage and support implementation of HIV Treatment and linkage to care.
<b><u>ENQUIRIES</u></b>	:	Mr. M Chauke Tel No: (051) 408 1703
<b><u>POST 31/276</u></b>	:	<b><u>SOCIAL WORKERS GRADE 1-4 REF NO: H/S/1/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R308 247 – R362 439.per annum Grade 2: R376 416 – R416 436 per annum Grade 3: R452 667 –R532 113 per annum Grade 4: R554 919 – R687 918 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	Thabo Mofutsanyana District
<b><u>REQUIREMENTS</u></b>	:	Matric, plus Degree that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. <b>Grade 1:</b> None, <b>Grade 2:</b> A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP, <b>Grade 3:</b> A minimum of 20 years appropriate experience in social work after registration as Social Worker with the SACSSP, <b>Grade 4:</b> A minimum of 30 years appropriate experience in social work after registration as Social Worker with the SACSSP. Valid drivers license. Knowledge And Skills: Good interpersonal relations. Sound knowledge in problem solving in human relationships, empowerment and liberation of people. Computer literacy. Advantage added: Background and knowledge of HIV/AIDS programs.
<b><u>DUTIES</u></b>	:	Provide social work services through the promotion of social change and problem solving in human relationships to enhance social wellbeing. Render social work services in facilities in allocated areas where they conduct assessments with clients, (individual, couple, family, group therapy). Support the implementation of adherence to treatment strategies. Work in multi-disciplinary team to implement health services. Organize and present health promotion and prevention programs.
<b><u>ENQUIRIES</u></b>	:	Me. SR. Motsamai Tel No: (051) 408 1702
<b><u>APPLICATIONS</u></b>	:	To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/277</u></b>	:	<b><u>PROFESSIONAL NURSE PNA2 REF NO: H/P/6/2024 (X28 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R307 473 - R362 187 per annum Grade 2: R375 480 – R442 296 per annum Grade 3: R451 533 – R578 826 per annum Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Lejweleputswa District
<b><u>REQUIREMENTS</u></b>	:	Matric, Diploma/Degree in nursing that allows registration with the SANC as a Professional Nurse. Current Registration with the SANC as Professional Nurse 2024/2025. <b>Grade 1:</b> experience: None after registration with the SANC as Professional Nurse. <b>Grade 2:</b> experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. <b>Grade 3:</b> experience: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Knowledge And Skills: Knowledge of nursing care standards, processes, and procedures, nursing statutes, and other relevant

		legal frameworks such as: Health Act, Nursing Act. Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Nursing Strategy. Planning and Organizing skills. Effective Communication skills. Co-ordination skills. Collaboration skills. Computer Literacy. Skills Time Management.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/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 health care Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficient and effectively
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. NF Gigi Tel No: (057) 352 2706
	:	TO: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/278</u></b>	:	<b><u>PROFESSIONAL NURSE PNA2 REF NO: H/P/7/2024 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R307 473 - R362 187 per annum Grade 2: R375 480 - R442 296 per annum Grade 3: R451 533 - R578 826 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS:</u></b>	:	Thusanong District Hospital
	:	Matric, Diploma/Degree in nursing that allows registration with the SANC as a Professional Nurse. Current Registration with the SANC as Professional Nurse 2024/2025. <b>Grade 1:</b> experience: None after registration with the SANC as Professional Nurse. <b>Grade 2:</b> experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. <b>Grade 3:</b> experience: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Knowledge And Skills: Knowledge of nursing care standards, processes, and procedures, nursing statutes, and other relevant legal frameworks such as: Health Act, Nursing Act. Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Nursing Strategy. Planning and Organizing skills. Effective Communication skills. Co-ordination skills. Collaboration skills. Computer Literacy. Skills Time Management.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/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 health care Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficient and effectively.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. NF Gigi Tel No: (057) 352 2706
	:	To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/279</u></b>	:	<b><u>CLINICAL ASSOCIATE (MMC ROVING)</u></b> HIV/AIDS Directorate
<b><u>SALARY</u></b>	:	R308 154 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (Optional) Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Xhariep District Ref No: H/C/8/2024 (X2 Posts) Thabo Mofutsanyana District Ref No: H/C/9/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matric, plus Degree in Clinical Medical Practice. Registration with the HPCSA as a Clinical Associate. A minimum of 2 years' appropriate experience after registration with the HPCSA as a Clinical Associate. Valid driver's license. Knowledge And Skills: Ability to work under pressure. Good communication skills. Computer Literacy.
<b><u>DUTIES</u></b>	:	Obtaining patient history and performing physical examination according to level of training. Ordering or performing diagnostic and therapeutic procedures for common conditions. Promote Implementation of Men's health services. Participate in marketing of HIV&AIDS Prevention strategy. Monitoring, evaluation and reporting of VMMC services. Effective and efficient utilization of resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. M Chauke at 087 940 8112/066 094 2595
	:	To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/280</u></b>	:	<b><u>STAFF NURSE GRADE 1-3: (MMC ROVING)</u></b> HIV/AIDS Directorate
<b><u>SALARY</u></b>	:	Grade: 1: R209 112 – R237 441 per annum Grade 2: R248 613 – R283 347 per annum Grade 3: R290 805 – R362 187 per annum

		plus 13 <sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Lejweleputswa District Ref No: H/S/2/2024 (2 Posts) Thabo Mofutsanyana District Ref No: H/S/3/2024 (X2 Posts) Fezile Dabi District Ref No: H/S/4/2024 (X2 Posts) Xhariep District Ref No: H/S/5/2024 (X2 Posts) Mangaung Metro District: Ref No: H/S/6/2024 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Matric. Basic qualification that leads to enrolled with the SANC as Enrolled Nurse. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of 10 years appropriate experience in nursing after registration with SANC as an Enrolled Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate experience in nursing after registration with SANC as an Enrolled Nurse. Knowledge And Skills: Good communication and interpersonal skills. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Good communication and interpersonal skills. Strong ability to work within a team. Knowledge of policies and HIV/AIDS management and ALL treatment policies and guidelines. Appropriate experience in the management of HIV Treatment.
<b><u>DUTIES</u></b>	:	Provide Health Education to patients accessing care. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Provide treatment literacy to clients on chronic medication to enhance adherence. Offer quality HIV Counselling and Testing services on site including HIV SS and index testing. Provide quality TB, STI. Assist professional nurse with clinical procedures, preparation of patients for diagnostic and surgical procedures.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Chauke Tel No: (051) 408 1342 To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 31/281</u></b>	:	<b><u>ADHERENCE CLUB FACILITATORS REF NO: H/A//2024 (X15 POSTS)</u></b> HIV/AIDS Directorate
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	Stipend R4 826.15 per month Thabo Mofutsanyana District Matric. candidates should be staying at the ward near the catchment/Clinic. Proof of address and knowledge of HIV/AIDS/ Counselling will be added advantage. Knowledge And Skills: Excellent time management, written and verbal communication skills and report writing skills.
<b><u>DUTIES</u></b>	:	Establish adherence clubs with assistance of Clubs Manager and running the adherence club sessions. Collecting pre-dispersed Patient Medicine Parcel (PMPs), Registering club members, Facilitate the support group, checking on adherence and wellness of members, referring patients to Club professional nurse if necessary, distributing PMPs, registering attendance in Repeat Prescription Collection Strategies (RPCs) monitoring tool and following up patients who miss sessions. Compile monthly Adherence clubs' reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. Mahupela Tel No: (051) 408 1830 To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>

#### DEPARTMENT OF SOCIAL DEVELOPMENT



<b><u>APPLICATIONS</u></b>	:	Applications for the Department of Social Development to be submitted to: <b>Mangaung Metro:</b> Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, Shop No:46, Lemo Mall, Dr Belcher Road, Bloemfontein, 9301 or Email to <a href="mailto:Recruitment.mangaung@fssocdev.gov.za">Recruitment.mangaung@fssocdev.gov.za</a> <b>Lejweleputswa:</b> Please forward your application quoting the relevant reference number hand deliver to Department of Social Development Macholo Building, 05 Elizabeth Street, Welkom, 9460 or Email to <a href="mailto:Recruitment.lejweleputswa@fssocdev.gov.za">Recruitment.lejweleputswa@fssocdev.gov.za</a> <b>Thabo Mofutsanyana:</b> Please forward your application quoting the relevant reference number, Department of Social Development, Corner of Moremoholo & Setai Street, Old FDC Building, Setsing, 9870 or Email to <a href="mailto:Recruitment.tmfutsanyana@fssocdev.gov.za">Recruitment.tmfutsanyana@fssocdev.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>NOTE</u></b>	:	Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on

application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

#### **OTHER POST**

- POST 31/282** : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X9 POSTS)**
- SALARY CENTRE** : R263 667 per annum, (OSD salary package), (plus benefits)  
 : Mangaung District, Bloemfontein Office Ref No: DSDFS 06/24 (X3 Posts)  
 : Lejweleputswa District, Welkom Office Ref No: DSDFS 07/24 (X1 Post)  
 : Thabo Mofutsanyana District, Bethlehem Office Ref No: DSDFS 08/24 (X5 Posts)
- REQUIREMENTS** : National Senior Certificate plus an appropriate three-year tertiary degree (NQF level 7) in Community Development or Bachelor of Social Sciences (Human and Societal Dynamics). Exposure to a community development environment will serve as an advantage. Must have exposure to legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Must be able to conduct research relating to community development work. Must be able to facilitate, identify, plan and implement various community development programs/interventions.
- DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.
- ENQUIRIES** : Mangaung District: Ms M. Phori at 071 864 5734, Lejweleputswa District: Mr R Maleme at 071 853 8481, Thabo Mofutsanyana District at Ms P Litabe: at 066 486 6749



**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF COMMUNITY SAFETY**

*Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration. People with disabilities are encouraged to apply.*



- APPLICATIONS** : Applicants must apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za) / <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 13 September 2024
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). 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. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position. The Department will not accept posted, emailed or hand delivered applications.

**MANAGEMENT ECHELON**

- POST 31/283** : **DIRECTOR LEGAL ADVISORY SERVICES**  
Chief Directorate: Corporate Management Services Advertisement
- SALARY** : R1 216 824 per annum, (an all-inclusive remuneration packages)
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : Grade 12. Degree in Legal / Law or equivalent qualification (NQF level 8) of 4 years or more in LLB. 5 years of experience at a middle management/ senior management level. A valid code 8/10 driver's license. No criminal record or any cases pending against you. Knowledge and Skills: Relevant legislations. Public service regulations. Relevant Traffic and Safety legislations and GPG legislations. Understanding of the department's strategic objectives. In-depth knowledge of political and parliamentary processes. Project management Knowledge and information management. Knowledge and Understanding of the PSP and RSP. Knowledge and understanding of departmental strategic priorities and programmes. Intergovernmental and Stakeholder relations management. Knowledge of advertising and promotions. Promotion of Access for Information Act (PAIA). The Constitution of the Republic of South Africa Policy Analysis and Development. Diversity Management. Basic Condition of Employment Act (BCEA). Skills: Planning and organizing. Project management. Research and Analytical. Good written and verbal communication skills. Computer literacy. Stakeholder relations. Presentation and facilitation. Public

		speaking. Negotiation Strategic Skill. Policy development. Diplomacy. Litigation procedures.
<b><u>DUTIES</u></b>	:	Manage and ensure an effective provision of professional legal advice, opinions, and litigation process. Ensure department's legal capacity is strengthen to effective legal advice and opinion. Oversee and manage a detailed legal analysis of contracts. Oversee and ensure smooth and effective legal advice and support to management. Advise & ensure compliance by the Department to International organization's requirements. Monitor the implementation of & provide advice on the interpretation and application of all pieces of legislation Manage legal resource center & legal information management. Maintain an effective statutory support services. Oversee management of contracts, service level agreement and litigation matters. Ensure legal research and opinion drafting. Formulate legal opinions & provide legal advice and support to management. Assess and ensure department's legal capacity is strengthen during negotiations on agreements, contract and litigations. Manage and ensure quality legislation within the department. Manage legal work in accordance with national laws and Constitution. Manage the developing of sound policies, document, contracts, etc. i.e. legal support in relation to policy formulation and decision-making. Assist the preparation of cabinet memoranda. Ensure the development, implementation, and monitoring of legal policies and regulations in line with national policies. Monitor the implementation of regal risk management guidelines. Manage legal strategies an ensure legal compliance. all litigations for the department. Monitor legislative developments locally and internationally in order to assist the department. Assist in the prosecution of transgression of public service laws which impacts on service delivery. Ensure compliance and advocate for legislation, regulations, acts & policies. Manage investigation projects on fraud and corrupt business and provide strategic directions. Manage resources (Human, finance, Equipment, Assets) in the Directorate. Manage and ensure proper implementation of budget by monitoring, projection and reporting of expenditure. Consolidate budget and ensure proper spending in line with strategic objectives. Ensure optimal utilization and functionality of equipment/
<b><u>ENQUIRIES</u></b>	:	Ms Makgopa Evelyn at 073 464 0234/066 156 6669 (during working hours 8h00am to 16:30pm)
<b><u>POST 31/284</u></b>	:	<b><u>DIRECTOR: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Financial Management Advertisement
<b><u>SALARY</u></b>	:	R1 216 824 per annum, an all-inclusive remuneration packages.
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Relevant and recognised B Degree/Diploma in Public Administration/ Logistics/ Purchasing or equivalent. 5 years managerial experience in Supply Chain Management. Knowledge and skills: GPG and Public Service SCM policies and procedures. In Depth knowledge of Public Service Regulatory framework. In depth knowledge of PFMA, treasury Regulations, Broad based, Black Economic Empowerment Act, Preferential Procurement Act and Supply Chain Management framework. In depth knowledge of code of conduct for Supply Chain Management Practitioners. In depth knowledge of public service budget procedures. Understanding of Departments strategic objectives. Knowledge of safety and security Framework. Knowledge of BAS, SAP and other relevant information management systems. Customer relationship management, Interpersonal relations, Conflict Management, Communication Skills, Interviewing skills, Negotiation skills, facilitation skills, presentation skills, report writing skills, computer literacy.
<b><u>DUTIES</u></b>	:	Formulate and manage the departmental supply chain forecast based on de Departmental operational plans. Development of annual Procurement Plans. Development of annual Demand Plans. Manage the departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Timeous evaluation. adjudication and award of tenders. Approval of quotations and purchase orders. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating then. losses, wastage and misuse of assets. Ensure that assets verification are conducted twice in a financial year. Monthly Asset reconciliations. Annual asset Management plans. Disposal of obsolete and redundant items Disposal of obsolete and redundant items. Ensure the asset register is updated at all times. Manage Service Level Agreements (SLAs) with supplier and service providers (Contract Management) Ensure that spending does not exceed the contracted amounts. Contract renewals done in time. Quarterly supplier performance reports. Effective and efficient Inventory Management. Ensure that stock levels are at optimum and economic levels. Annual Inventory Management plans. Quarterly stock taking of inventory. Effective and efficient Fleet Management. Increased efficiencies in the utilization of departmental fleet. Increased control

and management of departmental vehicles. Manage resources (Human/ Finance/Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of strategic goal. Manage the Human Resource Development of employees in the Directorate. Enhance and maintain employee motivation, assets. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of employees in the directorate. Enhance and maintain employee motivation.

**ENQUIRIES** : Ms Makgopa Evelyn at 073 464 0234/066 156 6669 (during working hours 8h00am to 16:30pm)

## **DEPARTMENT OF HEALTH**

### **OTHER POSTS**

**POST 31/285** : **MEDICAL SPECIALIST REF NO: CMJAH/OB & G/01/2024 (X2 POSTS)**  
Directorate: Obstetrics and Gynaecology

**SALARY CENTRE REQUIREMENTS** : R1 271 901 per annum, (all- inclusive package)  
Charlotte Maxeke Johannesburg Academic Hospital  
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology and proof of current registration. No experience required after registration with the HPCSA as a Medical Specialist. The following will be added advantage: Gynaecology oncology experience.

**DUTIES** : Strengthen obstetrics and gynaecological health services in the institution. Participate in clinical governance structures in the department, institution, cluster and the province. Promote clinical effectiveness in all facilities. Support cluster hospitals with all aspects of service delivery related to obstetrics and gynecology. Secondly support clinics, community health centres and primary health care outreach teams, including engaging with private sector obstetrics and gynaecologist with service delivery related matters. Facilitate and participation and the training, development, and mentorship of under- and post graduate students. This includes supporting the HOD in providing leadership and participation in teaching and research supervision. Work with public health and the districts clinical specialist teams to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of obstetrics and gynaecological services. Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on obstetrics and gynaecology. Implement effective monitoring and evaluation processes. Effective use of data and appropriate reporting on outputs and health outcomes. Initiative, support, or participate in relevant research. Foster effective teamwork and collaboration within the cluster, DCST and University. Enable and support engagement with the local community, relevant non-government organizations and private providers. Facilitate and ensure effective communication with all management structures within the hospital, the district, the cluster and the province and assist in providing regular reports on activities and initiatives to save mothers, babies, and children. Assist with the strategic and operational planning of services in the hospital, cluster, and province. Assist with the coordination and supervision of obstetrics and gynecological services within the cluster and management of relevant human resources. Assist with recruitment processes in the department, academic circuit, and cluster. Perform any other duties as requested by the department.

**ENQUIRIES** Prof. L. Chauke Tel No: (011) 488 4178

Ms 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, alternatively apply online (on a PDF Format only) on the following E-mail: Medicalhr.Cmjah@gauteng.gov.za. Please note that the salary will be adjusted according to years of experience as per OSD policy.

**NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae

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

- CLOSING DATE** : 13 September 2024
- POST 31/286** : **MEDICAL SPECIALIST REF NO: REFS/021188 (X4 POSTS)**  
Directorate: Obstetrics and Gynaecology
- SALARY** : R1 271 901 per annum, (all- inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology and proof of current registration. No experience required after registration with the HPCSA as a Medical Specialist.
- DUTIES** : Strengthen obstetrics and gynaecological health services in the institution. Participate in clinical governance structures in the department, institution, cluster and the province. Promote clinical effectiveness in all facilities. Support cluster hospitals with all aspects of service delivery related to obstetrics and gynecology. Secondly support clinics, community health centres and primary health care outreach teams, including engaging with private sector obstetrics and gynaecologist with service delivery related matters. Facilitate and participation and the training, development, and mentorship of under- and post graduate students. This includes supporting the HOD in providing leadership and participation in teaching and research supervision. Work with public health and the districts clinical specialist teams to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of obstetrics and gynaecological services. Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on obstetrics and gynaecology. Implement effective monitoring and evaluation processes. Effective use of data and appropriate reporting on outputs and health outcomes. Initiative, support, or participate in relevant research. Foster effective teamwork and collaboration within the cluster, DCST and University. Enable and support engagement with the local community, relevant non- government organizations and private providers. Facilitate and ensure effective communication with all management structures within the hospital, the district, the cluster and the province and assist in providing regular reports on activities and initiatives to save mothers, babies, and children. Assist with the strategic and operational planning of services in the hospital, cluster, and province. Assist with the coordination and supervision of obstetrics and gynecological services within the cluster and management of relevant human resources. Assist with recruitment processes in the department, academic circuit, and cluster. Perform any other duties as requested by the department.
- ENQUIRIES** : Prof. L. Chauke Tel No: (011) 488 4178  
Ms 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, alternatively apply online (on a PDF Format only) on the following E-mail:

		Medicalhr.Cmjah@gauteng.gov.za. Please note that the salary will be adjusted according to years of experience as per OSD policy.
<b><u>NOTE</u></b>	:	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 reserve 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 reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 31/287</u></b>	:	<b><u>MEDICAL REGISTRAR REF NO: REFS/021176</u></b> Directorate: ENT
<b><u>SALARY</u></b>	:	R949 146 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with HPCSA as a Medical Registrar. Registration with the HPCSA as Medical Registrar. No experience required after registration with the HPCSA as a Medical Registrar.
<b><u>DUTIES</u></b>	:	As part of the health care team, registrars participate in safe, cost-effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other service commitments to CMJAH and cluster hospital Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflicts of interest and corruption.
<b><u>ENQUIRIES</u></b>	:	Dr S Motakef Tel No: (011) 488 4812 Ms M.P Rapetswa Tel No: (011) 488 3711
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town 2193 or applications should be submitted in a (PDF Format only) to the following email address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Please note that salary will be adjusted according to years of experience as per OSD policy.
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer to the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in

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

- CLOSING DATE** : 13 September 2024
- POST 31/288** : **MEDICAL REGISTRAR REF NO: REFS/021179**  
Directorate: Internal Medicine
- SALARY** : R949 146 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Registrar. HPCSA registration as Medical Registrar. No experience required after registration with HPCSA as Medical Registrar. The following will be added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service medical officer work experience in Internal Medicine.
- DUTIES** : As a Medical Registrar in internal Medicine, the candidate will be expected to rotate between working both in general Internal Medicine and Medical subspecialties. In General, Internal Medicine, the candidate will be responsible for the clinical management of general medical patients within any of the Wits affiliated training hospitals. They will supervise medical officers and interns and liaise with their consultants daily regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar's training in this regard. Other clinical duties will include managing patients at MOPD, managing patients attending the subspecialty OPD or Speciality Ward Consultations within a relevant sub-speciality. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.
- ENQUIRIES** : Prof. A Mahomed Tel No: (011) 488 3654/3554  
M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town 2193 or submit online (PDF format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the

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

- CLOSING DATE** : 13 September 2024
- POST 31/289** : **MEDICAL REGISTRAR REF NO: REFS/021178**  
Directorate: Neurosurgery
- SALARY** : R949 146 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Registrar. HPCSA registration as Medical Registrar. No experience required after registration with HPCSA as Medical Registrar. The following will be added advantage: Medical practitioner minimum of 1 year experience in Neurosurgery required after Community Service. Neurosurgery intermediate college exam (passed).
- DUTIES** : The candidate will rotate on a four – monthly basis between the neurosurgery unit of all three academic teaching hospitals, CHBAH, CMJAH, AND HJH; including neurosurgery satellite hospitals (far East Rand, Thelle Mogkoatlane, sebokeng, Klersdrop\_ Tshepong). Duties will include the full complement of rendering neurosurgery inpatient and outpatient services, clinical and theatre commitments; academi activities, Attendance and service at all departmental commitments is required daily including after hours. The candidate will be responsible for the clinical management of neurosurgery patients within any of the WITS affiliated training hospitals. Registrars will liaise with their consultants on a daily regarding this. This will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar’s training in this regard. Registrar duties include the participation in all academic and teaching activities of the department and encompass the completion of a MMed degree during the set time of appointment. Desired candidate will be required to set an appropriate example of an outstanding medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.
- ENQUIRIES** : Dr M R Mayoyo Tel No: (011) 717 2715  
M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No 17 Jubilee Road, Park town 2193 or submit online (PDF format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within

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

- CLOSING DATE** : 13 September 2024
- POST 31/290** : **ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: REFS/021175**  
Directorate: Nursing Department – Internal Medicine
- SALARY** : R715 977 per annum, (all-inclusive - package)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Grade 12 or equivalent. Basic R425 Qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic qualification with a duration of at least 1 year accredited with the SANC in post-basic Psychiatric Nursing. Have a minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic Psychiatric Nursing. At least 3 years of the period referred to above must be appropriate /recognisable experience at management level. The following will be added advantage: Nursing administration qualification or equivalent and computer literacy.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work as part on the palliative care for the institution. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.
- ENQUIRIES** : Mr GNB Moeng Tel No: (011) 488 3424  
Ms L. Maseko Tel No: (011) 488 4732
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 08 or alternatively submit online (On a PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. Please use the reference as the subject. Please note that salary will be adjusted according to years of experience as per OSD policy.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective



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

- CLOSING DATE** : 13 September 2024
- POST 31/291** : **CHIEF SPEECH THERAPIST REF NO: REFS/021180**  
Directorate: Speech Therapy and Audiology
- SALARY** : R545 262 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in speech therapy or speech therapy and audiology. Registration with the HPCSA in Speech Therapy or Speech Therapy and Audiology. A minimum of 3 years appropriate experience in speech therapy or speech therapy and audiology after registration with the HPCSA as an Independent Practitioner. The following will be added advantage: Experience in management of speech, language, communication and feeding difficulties in the adult population Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Working experience in an academic hospital with the adult population.
- DUTIES** : To coordinate and provide effective speech therapy service to in and outpatients. Manage a team of (3 to 5 speech therapists) within the speech therapy and audiology department. To be responsible for the management of the adult speech therapy services and to ensure the implementation and review of evidence-based protocols and procedures, and regular clinical monitoring of service provision and the ongoing development of services. Planning and problem solving appropriately. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patient care. Control the identification of needs of therapeutic programmes and the execution thereof. Ensure quality/risk management and control. Develop and review departmental policies, procedures and protocols and ensure adherence to applicable health legislation. Manage, monitor assistive devices and control. Appropriate budgeting and demand plan. To manage all resources appropriately. Keep records, manage information and write reports as per provincial guidelines. Monitor, improve and report on the quality of teamwork. Provide mentoring to team members and identify training needs of team members and implement skills development programme. Collect and analyse data and contribute research. To participate in all department, hospital and provincial activities. To work within an MDT approach including attendance and participation in providing education and counselling to patients, family and caregivers and participation in MDT meetings. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To

manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. Reportable to the assistant director of speech therapy and Audiology. Comply with Performance Management and Development System (contracting, quarterly reviews, and final assessments).

- ENQUIRIES** : Ms.A. Alli Tel No: (011) 488 4230/4296  
Ms M.P.Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za, Please use the reference as the subject. Alternatively submit to Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/Y 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 an 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 posts). The Gauteng Department of Health is guided by the principles of Employment Equity, People with disabilities, African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and African Females are encouraged to apply.
- CLOSING DATE** : 13 September 2024
- POST 31/292** : **CHIEF OCCUPATIONAL THERAPIST REF NO: REFS/021181**  
Directorate: Occupational Therapy
- SALARY** : R545 262 per annum, (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA in Occupational Therapy. Registration with the HPCSA in Occupational Therapy. A minimum of 3 years appropriate experience in Occupational therapy after registration with the HPCSA. The following will be added advantage: Experience in managing a subsection. Have knowledge of psychiatry and vocational rehab.
- DUTIES** : Assessment and treatment of in and outpatients in the designated subsection. Management of the designated subsection. Evaluation of staff and students. Contribute to research activities and continuing professional education. Management of human resource and financial component in subsection. Draw up treatment programmes and protocols in subsection. Organisation skills.
- ENQUIRIES** : MS V.Yip Tel No: (011) 488 4458  
Ms M.P. Rapetwa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject, alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of

Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. 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 Males, African Females, Coloured Males, Coloured Females, Indian Females, White Males, Indian Males and White Females are encouraged to apply.

- CLOSING DATE** : 13 September 2024
- POST 31/293** : **PROFESSIONAL NURSE SPECIALTY PNB1-2 REF NO: REFS/021405 (X14 POSTS)**  
Directorate: Nursing
- SALARY** : Grade 1: R451 533 per annum, (plus benefit)  
Grade 2: R553 545 per annum, (plus benefit)
- CENTRE** : Dr George Mukhari Academic Hospital:  
Child Nursing Science (X1 Post)  
Advanced Midwifery Nursing Science (X3 Posts)  
Advanced Psychiatric Nursing Science (X2 Posts)  
Theatre Nursing (X2 Posts)  
Ophthalmology (X2 Posts)  
Oncology Nursing Science (X2 Posts)  
Critical Care Nursing Science (X2 Posts)
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. Be able to demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the above period must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty and service record will be submitted by shortlisted candidates.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).
- ENQUIRIES** : Acting Director Nursing: Ms. TP Zulu Tel No: (012) 529 3463

<b><u>APPLICATIONS</u></b>	:	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 <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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.
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POSTS 31/294</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY PNB1-2 CRITICAL CARE NURSING SCIENCE REF NO: REFS/021406 (X2 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum, (plus benefit) Grade 2: R553 545 per annum, (plus benefit)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. 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/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the above period must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty and service record will be submitted by shortlisted candidates. At least three (03) months Experience in Child Nursing will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).
<b><u>ENQUIRIES</u></b>	:	Acting Director Nursing: Ms. TP Zulu Tel No: (012) 529 3463
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>

<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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.
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 31/295</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY PN-B3 ONCOLOGY NURSING SCIENCE REF NO: REFS/021408 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum, (plus benefit) Grade 2: R553 545 per annum, (plus benefit)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr George Mokhari 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 (Oncology Nursing Science) with Child /Paediatric nursing experience of at least one (01) year. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge of Computer literacy. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Degree/ Diploma in Nursing Management will be an added advantage.
<b><u>DUTIES</u></b>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine 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 persons 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 in order 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 analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise and relieve the supervisor when required. Ability to function as part of a team and display good professional image.

- ENQUIRIES** : Acting Director Nursing: Ms. TP Zulu 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](http://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](http://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** : 13 September 2024
- POST 31/296** : **SPEECH THERAPIST REF NO: REFS/021184**  
Directorate: Speech Therapy and Audiology
- SALARY** : R376 524 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the Speech and Audiology profession. Registration with the HPCSA in Speech and Audiology. (RSA: No experience required after registration with the HPCSA in the Speech and Audiology profession in respect of RSA qualified employees who performed community service in Speech and Audiology profession as required in South Africa). Foreigner: 1-year relevant experience after registration with HPCSA in the Speech and Audiology profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Knowledge: Knowledge and skills in early childhood intervention, management of paediatric inpatients and outpatients (dysphagia and communication). Ability to work in a team, plan organise and coordinate clinical services. Public Service Act and Regulations. Batho-Pele principles. PFMA. Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Experience in VFS/MBS, feeding disorders, Alternative Augmentative Communication (Low and High Tech), patients with neurological disorders and Tracheostomies and PEG management.
- DUTIES** : To assess manage speech, language, communication and feeding difficulties in the neonatal and paediatric population. Assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, participate and contribute to service development, managing waiting list, participating in implementing new services and developing management protocols for improved patient care. Providing public education regarding feeding and communication difficulties. To comply with all

departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work with in an MDT approach including attendance and participation in MDT meetings. To assist with student supervision.

**ENQUIRIES**

: Ms A. Alli Tel No: (011) 488 4230/4296

Ms M.P. Rapetswa Tel No: (011) 488 3711

**APPLICATIONS**

: Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as the subject, alternatively submit at: Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.

**NOTE**

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/Y 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 an 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 posts). 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 Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, African Females and White Females are encouraged to apply.

**CLOSING DATE**

: 13 September 2024

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

*The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost.*

- APPLICATIONS** : All applications must be addressed to the Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag X1048, Richards Bay, 3900. Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: [kznjobssouth@kzndard.gov.za](mailto:kznjobssouth@kzndard.gov.za) for reference numbers starting with SSC OR [kznjobsnorth@kzndard.gov.za](mailto:kznjobsnorth@kzndard.gov.za) for reference numbers starting with NSC. 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](http://www.kznonline.gov.za/kznjobs). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 13 September 2024
- NOTE** : Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please use the New Z83 form which is effective from 01 January 2021) obtainable from any Public Service Department or at [www.dpsa.gov.za](http://www.dpsa.gov.za) and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. Note For all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

**MANAGEMENT ECHELON**

- POST 31/297** : **DIRECTOR: HOD EXECUTIVE SUPPORT REF NO: SSC02/2024**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement within one month of assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
- CENTRE REQUIREMENTS** : Cedara – Head Office  
: A Bachelor degree (NQF level 7) in Office Administration or Public Management and a valid driver's license. Experience: 5 years' relevant middle management experience. Knowledge: RSA Constitution, PSA, PSR, PFMA, LRA, EPMDS, BCEA, Community Development, Project Management Principles, Social Dynamics of KZN communities, Youth Development Policy, National and Provincial Practice Notes, SCM Practices and Procedures, Promotion of Access to Information Act, Human Rights Act, Bill of Rights, Skills Development Act, Higher Education and Training Act, Further Education and Training Act, HRD Strategy of South Africa, Treasury Regulations, Criminal Procedure Act, KZN Citizen's Charter, Security Management Act, Ministerial Handbook, Promotion of Equality and Prevention of Unfair Discrimination Act. Skills: Language proficiency, listening, presentation, analytical thinking, interpersonal



		relations, computer skills, strategic planning skills, organizational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, people management and relationship management.
<b><u>DUTIES</u></b>	:	Manage the provision of administration support services. Manage the provision of operational coordination support. Provide support to the Head of Department with regard to meetings. Manage provision of organizational risk management services. Manage the development and implementation of policies. Manage the resources of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms NZ Ndlela Tel No: (033) 355 9624
<b><u>POST 31/298</u></b>	:	<b><u>DIRECTOR: MANAGEMENT ADVISORY SERVICES REF NO: SSC03/2024</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement within one month of assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Cedara – Head Office A degree in Production Management / Operations Management / Management Services / Public Administration / Human Resource Management (NQF level 7) and a valid driver's license. Experience: 5 years' middle management experience in an Organisational Development / Management Advisory Services' environment. Knowledge: RSA Constitution, PSA, PSR, LRA, PFMA, EPMDs, BCEA, Project Management Principles, Skills Development Act, Norms and Standards, Cost Benefit Analysis, HR Practices, Compilation of job descriptions, relevant legislations and policies, general office administration practices, Work Study principles and techniques, Business Process Management, performance management, Organisational Design Principles, Management practices and Job Evaluation processes. Skills: Language, listening, analytical thinking, organizing, planning, computer literacy, presentation, communication, report writing, conflict resolution, problem solving, project management, people management, decision making, financial management, leadership skills, policy analysis and development, negotiation, and interpersonal relations.
<b><u>DUTIE</u></b>	:	Manage the design and maintenance of organisational structures and post establishment of the department. Manage human resource planning services. Manage job profiling and job evaluation services. Manage the development and implementation of policies and procedures. Manage the resources of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms NZ Ndlela Tel No: (033) 355 9624
<b><u>POST 31/299</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: SSC04/2024</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement within one month of assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Cedara – Head Office A Bachelor degree (NQF level 7) in Human Resource Management or Public Administration and a valid driver's license. Experience: 5 years' middle management experience in a Human Resource Development environment. Knowledge: RSA Constitution, NDP 2030, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Treasury Regulations, Skills Development Act, Practice Notes in the Public Service, National/Provincial/Departmental HRD and related policies and strategies. Skills: Presentation, facilitation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, financial management, time management, report writing, problem solving, communication, leadership, project management, project planning, relationship management, decision-making, conflict resolution, policy development and interpretation, creativity. Innovation, motivational and influencing.
<b><u>DUTIES</u></b>	:	Manage skills development services. Manage performance management and development services. Manage the implementation of HRD Programmes (North and South Service Centres). Manage the development and implementation of HRD strategies, policies and procedures. Manage the resources of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms NZ Ndlela Tel No: (033) 355 9624

## OTHER POSTS

<b><u>POST 31/300</u></b>	:	<b><u>SCIENTIFIC MANAGER GRADE A: GRASS AND FORAGE RESEARCH SERVICES REF NO: SSC05/2024</u></b>
<b><u>SALARY</u></b>	:	R1 042 170 per annum, (all-inclusive salary OSD package)
<b><u>CENTRE</u></b>	:	Cedara – Head Office
<b><u>REQUIREMENTS</u></b>	:	A four-year Agricultural Science degree and an M.Sc in Agriculture (Grass & Forage / Pasture Sciences) and a valid driver's license. Experience: 6 years post M.Sc degree relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques of field of expertise. Skills: Sound technical and generic skills are required in the field of expertise. Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing i.e. scientific papers, technical reports, popular articles, scientific editing and reviewing, communication at a scientific and technical level and at an informative level, programme and project management, presentation, computer aided scientific applications, professional judgement, policy development and analysis, livestock husbandry. Generic: leadership, mentorship, conflict management, financial management, planning and organizing, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, customer focus and responsiveness, networking, creating a high performance culture.
<b><u>DUTIES</u></b>	:	Ensure the development and implementation of policies, systems and procedures. Provide strategic leadership and direction. Manage scientific research to improve expertise. Manage the budget and assets of the sub-directorate. Manage the human resources of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr M Magawana Tel No: (033) 355 9258
<b><u>POST 31/301</u></b>	:	<b><u>PRINCIPAL REF NO: NSC02/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11), (all-inclusive salary MMS package)
<b><u>CENTRE</u></b>	:	Owen Sitole College of Agriculture (OSCA)
<b><u>REQUIREMENTS</u></b>	:	A B.Sc in Agriculture /Bachelor of Agriculture plus an Honours degree in Agriculture (NQF 8) and a valid driver's license. Experience: 3 years' experience in an academic institution environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDs, BCEA, project management principles, Higher Education Act, Continuing Education and Training Act and accreditation bodies. Skills: Formal training and presentation, language, listening, interpersonal relations, computer, organisational development, leadership, time management, report writing, problem solving, communication, conflict management, change management, project management, relationship management, decision making, facilitation, negotiation, policy analysis and financial management.
<b><u>DUTIES</u></b>	:	Manage the provision of structured agricultural education. Provide student support administration and infrastructure improvement. Manage the provision of training resources and library services. Develop policies and strategies. Manage resources of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Dr. FNP Qwabe Tel No: (033) 355 9113
<b><u>POST 31/302</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY SERVICES REF NO: SSC06/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11), (all-inclusive salary MMS package)
<b><u>REQUIREMENTS</u></b>	:	A degree or National Diploma in Security Management (NQF 6) and a valid code B driver's license. Experience: 3 – 5 years' junior management experience in Security Management. Knowledge: Sound knowledge of RSA Constitution, Minimum Information Security Standards (MISS) document, NIA Directives, Control of Access to Public Premises and Vehicle Act, National Key Point Act, State Security Agency Directives, Promotion of Access to Information Act, Minimum Physical Security Standards (MPSS), National Strategic Intelligence Act, Public Service Act and Regulations, PFMA, Access to Information Act, Administration Justice Act, Criminal Procedure Act, Occupational Health and Safety Act, Memorandum of Understanding of VIP Services, Departmental Security Policy, Electronic Security Systems, Control Room Operation, Events Management and SSA Security Manager's Course. Skills: Planning and organizing, investigation, interpersonal relations, negotiation skills, research and data analysis, report writing, presentation, leadership, supervision, diplomacy, facilitation, project planning/management, decision making, conflict management, computer skills.
<b><u>DUTIES</u></b>	:	Manage provision of physical security support services (Personnel, Assets, building). Develop and implement vetting and classified documents policies and procedures. Promote security consciousness and awareness. Manage

	:	conducting of security assessment and making recommendation for corrective action. Management of the resources of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr ZDZ Mbatha at 082 808 1284
<b><u>POST 31/303</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SALARY ADMINISTRATION REF NO: NSC03/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) North Service Centre – Richards Bay A National Diploma in Human Resource management (NQF 6) and a valid driver's licence. Experience: 3 years' supervisory experience in human resource administration. Knowledge: Public Service Act, Public Service Regulations, Relevant PERSAL administration, departmental HR Policies, relevant Human Resource Legislation, EPMDS, Basic Conditions of Employment Act, SMS Handbook and the Ministerial Handbook. Skills: Communication (verbal and written), computer, presentation, supervisory, time management, report writing, problem solving, conflict management, project planning, policy analysis and interpretation.
<b><u>DUTIES</u></b>	:	Manage Recruitment and Selection. Manage HR Provisioning Services. Manage Salary Administration. Provide advice and guidance on HR related matters, provide inputs to policy and reporting. Manage resources of the unit.
<b><u>ENQUIRIES</u></b>	:	Mrs RN Ndwandwe Tel No: (033) 343 8498
<b><u>POST 31/304</u></b>	:	<b><u>ASSISTANT DIRECTOR: LEAVE ADMINISTRATION REF NO: NSC04/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) North Service Centre – Richards Bay A National Diploma in Human Resource Management (NQF 6) and a valid driver's licence. Experience: 3 years' supervisory experience in human resource administration. Knowledge: Public Service Act, Public Service Regulations, Relevant PERSAL functions and procedures, relevant departmental / provincial HR / National Policies and Procedures, relevant DPSA Directives governing leave management in the Public Service, relevant Bargaining Chamber Resolutions, EPMDS, Basic Conditions of Employment Act, Labour Relations Act, Whitepaper on Transformation of the Public Service. Skills: Language, listening, presentation, interpersonal, computer, supervisory, time management, report writing, problem solving, communication, conflict management, project planning, innovation, creativity and policy analysis and interpretation.
<b><u>DUTIES</u></b>	:	Management of leave including payments of leave gratuities. Management of incapacity leave. Management of leave auditing. Provide advice and guidance on HR related matters, inputs to policy and reporting. Manage resources of the unit.
<b><u>ENQUIRIES</u></b>	:	Mrs RN Ndwandwe Tel No: (033) 343 8498
<b><u>POST 31/305</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE HOD REF NO: SSC07/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 per annum (Level 08) Cedara – Head Office A National Diploma or Degree in Public Management / Public Administration and a valid code B driver's licence. Experience: 3 years' administration experience in a Public Management environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Intergovernmental Relations Framework Act, EPMDS, Basic Conditions of Employment Act, Public Participation, Project Management Principles, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Intergovernmental Matters, Ministerial Handbook. Skills: Language, listening, analytical thinking, interpersonal, computer, strategic planning, organisational, research, financial management, time management, report writing, problem solving, communication, self-disciplined and ability to work under pressure with minimum supervision, leadership, project management, people management, relationship management, decision making and diplomacy.
<b><u>DUTIES</u></b>	:	Provide office support services. Maintain and update records management for the office of the HOD. Provide input in policy development. Administer the reception for the HOD's office. Manage resources of the office.
<b><u>ENQUIRIES</u></b>	:	Mr N Mdlalose Tel No: (033) 355 9690

<b><u>POST 31/306</u></b>	:	<b><u>HUMAN RESOURCE OFFICER SUPERVISOR: SERVICE CONDITIONS REF NO: SSC08/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	South Service Centre – Hilton
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate and a valid driver's licence. Experience: 3 years' experience in human resource administration. Knowledge: Public Service Act, Public Service Regulations, Relevant PERSAL functions and procedures, relevant Departmental / Provincial HR / National Policies and Procedures, relevant DPSA Directives governing service conditions in the Public Service, relevant Bargaining Chamber Resolutions, EPMDS, Basic Conditions of Employment Act, Labour Relations Act, Whitepaper on Transformation of the Public Service. Skills: Language, listening, presentation, interpersonal, computer, supervisory, time management, report writing, problem solving, communication, conflict management, project planning, innovation, creativity and policy analysis and interpretation.
<b><u>DUTIES</u></b>	:	Supervise the implementation of Service Benefits. Supervise the implementation of Exits. Provide human resource administration support services. Facilitate the provision of inputs into policies, procedures and plans. Supervise the resources of the Unit.
<b><u>ENQUIRIES</u></b>	:	Mrs RN Ndwandwe Tel No: (033) 343 8498

**DEPARTMENT OF HEALTH**

*The Department of Health 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*

**OTHER POSTS**

<b><u>POST 31/307</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) - GRADE 1: REF NO: DPKISMH05/2024 (X1 POST)</u></b> Component: Adult ICU & Critical Care Services
<b><u>SALARY</u></b>	:	Grade 1: R1 976 070 - R2 097 327 per annum. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: Compulsory Commuted Overtime (Determined by service delivery demands) & Medical Aid (Optional).
<b><u>CENTRE</u></b>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Grade 12 or equivalent. Appropriate tertiary qualification in the Health Science (MBCHB), or equivalent. Registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Sub-specialist qualification in Critical Care and registration as sub-specialist with HPCSA. A minimum of 5 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA as a Medical Sub-Specialist in Critical Care. Current registration with Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist: Critical Care (2024/2025). Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. Recommendation: Experience in a regional or tertiary Public Health facility. Knowledge, Skills, Training and Competencies Required: Visionary, leader and team player. Knowledge of appropriate specialist procedures and protocols within field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Integration and collaboration within a multidisciplinary team. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Equipment and consumables procurement and knowledge of supply chain processes. Managerial and financial management skills. Computer skills and Driver's license. Effective and appropriate communication. Problem solving and conflict management. Concern of excellence, Courtesy and interpersonal skills. Stress tolerance, innovation and self-drive. Awareness of cross-cultural differences. Ability to understand and navigate health facility systems.
<b><u>DUTIES</u></b>	:	Execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Co-ordinate specialist services for the discipline. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct in-patient care and provide expert opinion where required. Participate in the provision of a 24-hour service. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Develop and strengthen clinical governance. Provide out-reach and in-reach services as per demand. Advise and assist in the co-ordination of

critical care services in the region including services at referral district facilities. Develop and manage an interlinked two-way referral pathway within the district and province. Manage the performance of allocated human resources. Develop and co-ordinate the on-going delivery of under- and post-graduate teaching and training in specialized fields. Participate in postgraduate and other relevant academic and training programmes. Ensure that the environment complies with Health and Safety Act and that staff adheres to safety precautions. Encourage and motivate staff to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff/service and ensure that staff are aware of these. Compile medium- and long-term expenditure framework to implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance and improvement. Manage a cost centre effectively and efficiently. Minimize complaints or litigation through staff and patient involvement.

- ENQUIRIES** : Dr HA Hlela Senior Medical Manager Tel No: (031) 530 1471  
 Dr N Mpuku Manager: Medical Services Tel No: (031) 530 1424
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2)  
 Kwamashu or Emailed to: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION NOTE** : Deputy Director: HRM  
 The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. T Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together on or before the day of the interview. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note the employment equity for these posts is an African Male. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.
- CLOSING DATE** : 13 September.2024
- POST 31/308** : **MEDICAL SPECIALIST REF NO: S02/2024**  
 (Sub-Specialty Training: Clinical Haematology Haematopathology)
- SALARY** : R1 271 901 per annum. Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
 Tertiary qualification (MBCHB) or equivalent; Plus FCPATH (SA), current registration for Independent Practice as a Medical Specialist Haematopathologist with the Health Professions Council of South Africa, valid driver's license (Code 08). Preference will be given to candidates with previous experience in managing allogeneic and autologous stem cell transplant patients, as well as candidates with at least two (2) years' experience as a specialist. Knowledge, Skills, Training and Competencies Required: 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. Core Functions/Duties: 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. The Department reserves the right not to fill post (s).
- ENQUIRIES** : Mrs R Erasmus Tel No: (033) 395 2742 / 2472

**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 to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower Interested applicants can visit the following website at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) for full posts details. Applicants are encouraged to apply for the posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [Headoffice.Jobapplication@kznhealth.gov.za](mailto:Headoffice.Jobapplication@kznhealth.gov.za)

**FOR ATTENTION NOTE** : Mrs R Erasmus, Human Resources Tel No: (033) 395 2742 / 2472

: Training will take place at various sites for each Discipline. The site for training and subsequent rotations will be determined by the Academic Head of Discipline/Head Clinical Unit. Sub-speciality training will be a contract appointment for 3/4 years, depending on the Discipline. For a 3 year contract, 2 years will be for training and 1 year for service. For a 4 year contract, 3 years will be for training and 1 year for service. All trainees will be expected to register with the University at their own expense. All trainees will be required to sign a contract which includes training AND service responsibilities. Trainees will be required to complete Performance Agreements and assessments as stipulated by the Department. Sub-specialty trainees will be required to complete Clinical and Academic assessments as stipulated by the Department. Please note that the formal offer of a Sub-specialty training will be dependent upon proof of successful completion of the required examinations. The interview process will also consist of technical and practical aspects as well as an Ethical Assessment. The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. S.01/2024. 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 Reference Number must be indicated in the column provided on the form Z.83. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. 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. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. 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. Department reserves the right not to fill this post.

**CLOSING DATE** : 13 September 2024

**POST 31/309** : **MEDICAL OFFICER GRADE1, 2 OR 3 REF NO: DPKISMH07/2024 (X1 POST)**  
Component: Adult ICU & High Care Services

**SALARY** : Grade 1: R949 146 - R1 021 911 per annum  
Grade 2: R1 082 988 - R1 182 183 per annum  
Grade 3: R1 253 415 - R1 561 734 per annum  
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE REQUIREMENTS** : Dr Pixley Ka Isaka Seme Memorial Hospital  
Experience: **Grade 1:** Appropriate qualification plus registration with HPCSA as a Medical Practitioner. No experience required. **Grade 2:** Appropriate qualification plus five (05) years' experience after registration with HPCSA as a Medical Practitioner. **Grade 3:** Appropriate qualification plus ten (10) years' experience after registration with HPCSA as a Medical Practitioner. Other Benefits: Compulsory Commuted Overtime (Determined by service delivery demands) & Medical Aid (Optional). Senior Certificate. An appropriate tertiary

qualification (MBChB) Plus registration certificate with HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner (2024/2025). Completion of Community Service. Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. Recommendation: Unendorsed valid code B divers' license (Code 08). Knowledge, Skills, Training and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Ability to work in multi-disciplinary team setting. Have some knowledge and skills in Critical care. Ability to work and maintain meaningful relationships with a diverse community. Ability to make a positive contribution in a busy department. Resilience and ability to cope with change.

- DUTIES** : Assist with the provision of critical care service as determined by the Head of Critical Care at Dr Pixley Ka Isaka Seme Memorial Hospital. Participate in the delivery of critical care services in Durban. Provide initial resuscitative and peri-operative surgical or medical care of patients. Ensure that the scientific principles of critical care are maintained. Ensure sound labour relations in compliance with the relevant legislation while maintaining the interest of the patients. To participate in clinical audit programmes as and when requested. To assist in outreach programmes. To provide training for nurses, junior staff, interns and medical students. Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together on or before the day of the interview.
- ENQUIRIES** : Dr HA Hlela Senior Medical Manager Tel No: (031) 530 1471  
Dr N Mpuku Manager: Medical Services Tel No: (031) 530 1424
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed to: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note. The Employment Equity for these posts is an African Male. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.
- CLOSING DATE** : 13 September 2024
- POST 31/310** : **MEDICAL OFFICER (01) GRADE 1, 2 OR 3 REF NO: UGU/03/2024**
- SALARY** : Grade 1: R949 146 per annum, all-inclusive package  
Grade 2: R1 082 988 per annum, all-inclusive package  
Grade 3: R1 253 415 per annum, all-inclusive package  
Other Benefits: Rural allowance (claim basis) Commuted overtime (optional)
- CENTRE** : Ugu Health District - Park Rynie MLM
- REQUIREMENTS** : **Grade 1:** Senior certificate/matric or Grade 12, MbChB degree plus registration with HPCSA as a Medical Practitioner. **Grade 2:** requires appropriate qualification, registration certificate plus 5 years' experience after registration as a Medical Practitioner. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration as a Medical Practitioner. Valid code EB driver's license (code 8). Non-South African citizen applicants – a Valid Work Permit In accordance with HR Circular 49/2008 obtainable from any government department. Knowledge: Knowledge of access to information act & relevant procedures. Knowledge of mortuary and its operation. High level of integrity & confidentiality. Knowledge of Inquest Act. Knowledge of National Health Act. Knowledge of Births and Deaths Registration Act. Knowledge of Health Professionals Act. Knowledge of post

mortems and procedures. Knowledge of the Criminal Justice System. Knowledge of court etiquette and rules of trial. Knowledge of crime scene procedures. Report writing skills. Excellent communication skills Computer literacy. Knowledge of Occupational Health & Safety Act and Infection Prevention Control Guidelines. Ability to work under traumatic and stressful environment.

- DUTIES** : Detailed external examination of corpses and careful documentation of findings. Supervision of the protection of a body. Dissection of the viscera. Dictation of findings pertaining to the pathology as well as trauma noted during the dissection. Collection of relevant specimens for evidentiary material. Maintenance of the chain of custody of report and specimens taken. Preparation of draft report and review of final autopsy report. Maintain compliance to the turnaround time of post mortem reports. Oral testimony in Court. Participate in CPD activities of the services. Required to perform overtime and shift duties. Develop appropriate skills and competencies to Forensic Pathology Officers. Improve governance including regulatory framework and policies. Supervise staff assisting with post mortem examination
- ENQUIRIES** : Mr. D.O Magubane Tel No: (039) 976 0002
- APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240 or hand delivered to Ugu Health District Office, 41 Bisset Street, Port Shepstone or via email at UguDistrictHealth.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION** : Mr. J.L. Majola
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from 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. 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. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.
- CLOSING DATE** : 13 September 2024
- POST 31/311** : **OPERATIONAL MANAGER NURSING PHC (HAST UNIT) REF NO: CTK 05/2024**  
Branch: Human Resources
- SALARY** : R627 474 - R703 752 per annum. Plus Other Benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Christ The King Hospital
- REQUIREMENTS** : Grade 12 (senior certificate). Basic R425 qualification i.e. Degree / Diploma in General Nursing and midwifery allows registration with SANC as a Professional Nurse plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse and midwifery and Primary Health Care. A minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Verification of employment endorsed and stamped by HR Office will be requested (only if shortlisted). Recommendations: Valid Code EB Driver's license (Code8). Computer literacy. Diploma/Degree in Nursing Administration and Management, NIMART Training Knowledge, Skills, Training and Competences Required: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele. Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership,



organizational, decision making and problem solving, conflict handling and counselling. Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.

**DUTIES**

: Develop sub-district HAST business Plan. Develop sub-district HAST Operational Plan as per District Health Plan. Conduct support supervision & trainings to all the hospital units and 11 clinics. Monitor performance of HAST indicators through nerve centre meetings and Facility Information meetings. Supervise and manage all these HAST resources allocated to the sub-district. Monitor functionality of data collecting systems and reporting of malfunction. Develop and maintain constructive working relationship with all CCMT/HAST stakeholders as well as other institutional and community sectors. Attend and represent the department during OSS meetings. Monitor submission of reports for WAC, LAC and present them to the DAC Liaise with the District HAST/PMTCT&TB Coordinator on update and monitoring of HAST programme within uBuhlebezwe Sub-district. Liaise with community leaders and MMC mobilisers for effective rollout of MMC programme. Monitor the performance of Traditional coordinators on MMC mobilization and report their performance on target. Monitor implementation of DMoC program. Work with data management teams to analyse statistics and measure impact in improvement of the programme. Attend all sub-district data management meetings and assist with the development of facility Improvement Plans. Monitor the facility priority programmes against achieving 95 95 95 targets. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Supervise and monitor staff performance according to EPMDS. Facilitate provision of clinical services, educational services and be involved in medical research through clinical governance.

**ENQUIRIES  
APPLICATIONS**

: Miss PNS Shezi (PHC Manager: CTK Hospital) Tel No: (039) 834 7533  
: 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](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV directly to the following email address [ChristTheKingHospital.JobApp@kznhealth.gov.za](mailto: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](http://www.kznonline.gov.za/kznjobs)." (Njabulo.dlamini2@kznhealth.gov.za) NB: Failure to comply with the above instructions will disqualify applicants.

**NOTE**

: The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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 05/2024. 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 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.

**CLOSING DATE**

: 13 September 2024

**POST 31/312** : **OPERATIONAL MANAGER NURSING: (GENERAL STREAM) REF NO: PMMH 19/2024 (X1 POST)**  
Component: Medical

**SALARY** : R520 560 – R596 322 per annum. Other Benefits Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2024) Experience: a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendation Computer literacy Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES** : Manage and monitor proper utilization of human, financial and physical resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care: Coordinate and monitor the implementation of nursing plan and evaluation thereof: Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork): including reducing of public complaints Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients: Manage data, information, records of the department in a manner that ensures quality of the data. Ensure compliance with health standards and norms to attain and achieve ideal hospital standards, good IPC practices, health and safety standards, and quality standards. Ensure the implementation of health programs that addresses the burden of HIV/AIDS illness, Tuberculosis, and other NCD's. Ensure professional growth through continues development and learning programs, and mentoring programs, and ensure compliance with statutory requirements of the South African nursing council. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518  
To be forwarded to: The Human Resource Manager or Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. Applications can be emailed to: [Mxolisi.Mlambo@kznhealth.gov.za](mailto:Mxolisi.Mlambo@kznhealth.gov.za)

**FOR ATTENTION NOTE** : MR. M.F Mlambo  
Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) or [www.dpsa.gov.za-vacansies](http://www.dpsa.gov.za-vacansies). The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 19/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system

makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 13 September 2024
- POST 31/313** : **OPERATIONAL MANAGER NURSING: (GENERAL STREAM) REF NO: PMMH 20/2024 (X1 POST)**  
Component: Night Duty
- SALARY** : R520 560 – R596 322 per annum. Other Benefits Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2024) Experience: a minimum of **7** years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendation Computer literacy Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Manage and monitor proper utilization of human, financial and physical resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care: Coordinate and monitor the implementation of nursing plan and evaluation thereof: Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork): including reducing of public complaints Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients: Manage data, information, records of the department in a manner that ensures quality of the data. Ensure compliance with health standards and norms to attain and achieve ideal hospital standards, good IPC practices, health and safety standards, and quality standards. Ensure the implementation of health programs that addresses the burden of HIV/AIDS illness, Tuberculosis, and other NCD's. Ensure professional growth through continues development and learning programs, and mentoring programs, and ensure compliance with statutory requirements of the South African nursing council. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518  
To be forwarded to: The Human Resource Manager or Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060. Applications can be emailed to: [Mxolisi.Mlambo@kznhealth.gov.za](mailto:Mxolisi.Mlambo@kznhealth.gov.za)

**FOR ATTENTION  
NOTE**

: Mr. M.F Mlambo  
: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) or [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies). The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 19/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

**CLOSING DATE**

: 13 September 2024

**POST 31/314**

: **ULTRASOUND RADIOGRAPHER/SONOGRAPHER REF NO: GJGM  
07/2024 (X1 POST)**  
Component: Allied Health Component  
(Re-Advertisement)

**SALARY**

: Grade 1: R465 645 per annum  
Grade 2: R545 262 per annum  
Grade 3: R641 436 per annum  
Other Benefits: 13th Cheque, 12% inhospitable allowance, Homeowners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements), 12% Inhospitable Allowance

**CENTRE  
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital  
: **Grade 1:** Experience – Nil for South African Radiographers that have completed Community Service and One (1) year relevant experience after registration as a Sonographer with recognised Health Professional Council in respect of foreign qualified Sonographer. **Grade 2** Experience – Ten (10) years Appropriate experience after registration with HPCSA as a Radiographer and Eleven (11) years 'experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. **Grade 3:** Experience – Twenty (20) years Appropriate experience after registration with HPCSA as a Radiographer and Twenty-One (21) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. Senior Certificate or equivalent, plus a Three (3) year National Diploma or B. Tech Degree in Diagnostic and Acts. Registration certificates as a Sonographer with HPCSA. Current Registration with HPCSA as a Sonographer (2023-2024). Knowledge, Skills and Competencies: Sound knowledge of ultrasound procedures: general, obstetrics and gynaecology. Sound knowledge of report writing. Knowledge of relevant Health & Safety policies, regulations and Acts.

<b><u>DUTIES</u></b>	: Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem-solving, teaching and training skills. Ability to supervise junior and student sonographers. : Provide high quality ultrasound services according to the patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement programmes and National Core Standards. Inspect and use equipment professionally to ensure that they comply with safety Standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr MR Leso (Deputy Director: Radiography) Tel No: (032) 437 6132 : 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 Paterson & King Shaka Street, Stanger, 4450. Email: Sibusiso.khoza@kznhealth.gov.za
<b><u>NOTE</u></b>	: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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.
<b><u>CLOSING DATE</u></b>	: 20 September 2024
<b><u>POST 31/315</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER REF NO: MAN06/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R456 489 per annum. Other Benefits: 13th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed Requirement)
<b><u>CENTRE REQUIREMENTS</u></b>	: Manguzi Hospital (Maputa clinic) : Senior Certificate/Grade 12 Diploma/Degree in General nursing /Midwifery plus 1year post basic qualification in Primary Health Care. Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing Current registration with South African Nursing Council as General Nurse with Midwifery and Primary Health Care Nurse (2024) Proof of current and previous work experience endorsed by Human resource Department (Certificate of Service) will be required when shortlisted Recommendations Computer literacy (MS word, Power point, Excel) Observable 3 years' experience in Quality Assurance,

National Core Standard Accreditation Knowledge, Skills, Training And Competencies Required Demonstrate understanding of Nursing Legislation and related Ethical Nursing Practices. Demonstrate a basic understanding of H.R and Financial Policies and Practices. Good communication skills and ability to function well within a team. Good interpersonal skills, good negotiation skills and problem solving skills.

**DUTIES** : Provide directions and supervision for the implementation of the nursing plan (clinical practise\quality patient care) Implement standards, practices, criteria and indicators for quality nursing care programmes e.g. nerve centre/Operation Phuthuma Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with the policies and guidelines for infection prevention and control occupational health, safety and Covid 19. Strengthen practises of ethics, professionalism and Batho Pele principles. Participate in staff development using EPMDS system and other work related programmes and training. Ensure accurate data management and good understanding of clinic target needs according to the facility. Actively engage in the planning and implementation of outreach programmes within the facility catchment areas. Administration and clinical functions EMTC and HIV and AIDS management. Maintain complete and accurate nursing records according to legal requirements. Be knowledgeable in chronic conditions and their management during pregnancy To assist Operational Manager in solving problems and organising smooth running of the department Identify areas of improvement, problems etc. and communicate these to the operational manager Able to manage a woman during antenatal, labour, delivery and in postnatal care. Be knowledgeable about Maternal and Child health programmes e.g. BANC, EMTCT. Manage and monitor proper utilization of human, financial and other resources entrusted to you.

**ENQUIRIES** : HR Manager Tel No: (035) 592 0150  
**APPLICATIONS** : Should be forwarded to: Manguzi District Hospital Private Bag X301, KwaNgwanase, 3973. Email address: [ManguziHospital.HRJobApplication@kznhealth.gov.za](mailto:ManguziHospital.HRJobApplication@kznhealth.gov.za)

**FOR ATTENTION** : Mr. N.T Ngubane, Assistant Director: HRM  
**NOTE** : Directions to candidates: The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.kznhealth.gov.za](http://www.kznhealth.gov.za)) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). Only short listed candidates will submit proof of residence in the case of foreign qualification: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies if shortlisted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative 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 Failures to comply with the above instructions will result to your application being disqualified. Note: Due to financial constraints S&T Claims will not be considered.

**CLOSING DATE** : 13 September 2024

**POST 31/316** : **CLINICAL NURSE PRACTITIONER REF NO: SMCHC 07/2024 (X1 POST)**  
 Directorate: SMCHC

**SALARY** : R451 533 – R530 376 per annum, plus Rural allowance (provided the post meets requirement)  
 R553 545 – R686 211 per annum, plus Rural allowance (Provided the post meets requirements) Plus 13<sup>th</sup> Cheque, Medical Aid (optional). Housing/Home Owners allowance (Employee must meet prescribed conditions)

**CENTRE** : ST Margaret's Community Health Centre (Riverside Clinic)  
**REQUIREMENTS** : **Grade1:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 4 years appropriate/Recognisable Experience as a General Nurse. **Grade 2:** Grade 12

(Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus,(1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 14 Years appropriate/Recognisable nursing Experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Recommendations: Valid driver's License, Computer Literacy, NIMART training. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OHS Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc., Leadership, Organizational, decision making and Problem solving, Conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills. Team building skills and supervisory skills. Good Interpersonal relationship skills, good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES** : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Deputy Manger nursing. Ensure implementation of the ideal CHC standards.

**ENQUIRIES** : All enquiries must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: (039) 259 9222.

**APPLICATIONS** : Applications must be directed: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 or Hand delivered to: St Margaret's CHC Clydesdale Location, UMzimkhulu 3297. All online applications should be forwarded to this Email Address:**StmargaretsHospital.HRJobApplication@kznhealth.gov.za**

**FOR ATTENTION NOTE** : Mr. TL Nzimande: Human Resource Manager  
: An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC 09/2023. 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, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

**CLOSING DATE** : 20 September 2024

**POST 31/317** : **PROFESSIONAL NURSE – SPECIALTY (MATERNITY) REF NO: CTK 03/2024 (X1 POST)**  
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**

: Contact: Miss Mni 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](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV directly to the following email address [ChristTheKingHospital.JobApp@kznhealth.gov.za](mailto: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](http://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](http://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 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.

**CLOSING DATE** : 13 September 2024

**POST 31/318** : **PROFESSIONAL NURSE – SPECIALTY (CHILD NURSING SCIENCE) REF NO: CTK 04/2024 (X1 POST)**

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 Child 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 Child 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 Child 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** : Contact: Miss Mnl Mthembu – DMN Tel No: (039) 834 7500

**APPLICATIONS** : 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](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV directly to the following email address [ChristTheKingHospital.JobApp@kznhealth.gov.za](mailto: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](http://www.kznonline.gov.za/kznjobs)."

**FOR ATTENTION** : Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500

**NOTE** : The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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** : 13 September 2024

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> N.B. Applicants are advised to apply as early as possible to avoid disappointments. Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

**OTHER POSTS**

<b><u>POST 31/319</u></b>	:	<b><u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: NEONATOLOGY REF NO: MPDOH/AUG/24/237</u></b>
<b><u>SALARY</u></b>	:	R1 976 070 - R2 097 327 per annum
<b><u>CENTRE</u></b>	:	Witbank Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neonatology (2024). A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Neonatology. At least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<b><u>DUTIES</u></b>	:	Clinical: Overall in-charge of Neonatology department. Co-ordinate and supervise clinical care and treatment of patients in Neonatology department. Participation in commuted overtime. Participation in Neonatology teaching of junior clinical staff. Administrate and coordinate all Neonatology activities. Management of 24-hour Neonatology services. Assist with clinical governance and quality assurance according to National Core Standards for Neonatology department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Neonatology department in accordance with the hospital's cost saving plan. Spearhead

projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Neonatology department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

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

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

**POST 31/320** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: ONCOLOGY REF NO: MPDOH/AUG/24/238**

**SALARY** : R1 976 070 - R2 097 327 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENT** : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Oncology (2024). A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Oncology. At least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.

**DUTIES** : Clinical: Overall in-charge of Oncology department. Co-ordinate and supervise clinical care and treatment of patients in Oncology department. Participation in commuted overtime. Participation in Oncology teaching of junior clinical staff. Administrate and coordinate all Oncology activities. Management of 24-hour Oncology services. Assist with clinical governance and quality assurance according to National Core Standards for Oncology department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Oncology department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Oncology department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

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

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

**POST 31/321** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: ANESTHESIOLOGY REF NO: MPDOH/AUG/24/239**

**SALARY** : R1 976 070 - R2 097 327 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENT** : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anesthesiology (2024). A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Anesthesiology. At least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.

**DUTIES** : Clinical: Overall in-charge of Anaesthesia department. Co-ordinate and supervise clinical care and treatment of patients in Anaesthesia department. Participation in commuted overtime. Participation in Anaesthesia teaching of junior clinical staff. Administrate and coordinate all Anaesthesia activities. Management of 24-hour anaesthesia services. Assist with clinical governance and quality assurance according to National Core Standards for Anaesthesia department including but not limited to management of complaints, litigations

and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Anaesthesia department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Anaesthesia department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

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

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

**POST 31/322** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: PULMONOLOGY REF NO: MPDOH/AUG/24/240**

**SALARY CENTRE REQUIREMENTS** : R1 976 070 - R2 097 327 per annum  
Witbank Hospital (Nkangala District)  
Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Pulmonology (2024). A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Pulmonology. At least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.

**DUTIES** : Clinical: Overall in-charge of Pulmonology department. Co-ordinate and supervise clinical care and treatment of patients in Pulmonology department. Participation in commuted overtime. Participation in Pulmonology teaching of junior clinical staff. Administrate and coordinate all Pulmonology activities. Management of 24-hour Pulmonology services. Assist with clinical governance and quality assurance according to National Core Standards for Pulmonology department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Pulmonology department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Pulmonology department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

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

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

**POST 31/323** : **MEDICAL SPECIALIST GRADE 1: PAEDIATRIC REF NO: MPDOH/AUG/24/241**

**SALARY CENTRE REQUIREMENTS** : R1 271 901 – R1 348 635 per annum  
Witbank Hospital (Nkangala District)  
Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Paediatric. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the

HPCSA as a Medical Specialist (Paediatric) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES**

: Clinical: Provide specialist medical services in Paediatric surgery Co-ordinate and supervise clinical care and treatment of patients in Paediatric surgery department. Participation in commuted overtime in accordance with the Commuted Overtime Policy. Participation in Paediatric surgery teaching of junior clinical staff. Execute allocated roles to administrate and coordinate all Paediatric surgery activities. Assist with clinical governance and quality assurance according to National Core Standards for Paediatric surgery department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate junior staff performance in the department according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Paediatric surgery department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff in compliance with the RWOPS policy. Performance of research within the department. Develop and enhance training and development of healthcare worker in Paediatric surgery department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

**ENQUIRIES**

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

**APPLICATIONS**

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

**POST 31/324**

: **MEDICAL SPECIALIST GRADE 1: RADIOLOGY REF NO: MPDOH/AUG/24/242**

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R1 271 901 – R1 348 635 per annum  
 : Witbank Hospital (Nkangala District)  
 : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Radiology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Radiology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES**

: Clinical: Provide specialist medical services in Radiology, Co-ordinate and supervise clinical care and treatment of patients in Radiology department. Participation in commuted overtime in accordance with the Commuted Overtime Policy. Participation in Radiology teaching of junior clinical staff. Execute allocated roles to administrate and coordinate all Radiology activities. Assist with clinical governance and quality assurance according to National

Core Standards for Radiology department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate junior staff performance in the department according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Radiology department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff in compliance with the RWOPS policy. Performance of research within the department. Develop and enhance training and development of healthcare worker in Radiology department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

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

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

**POST 31/325** : **MEDICAL SPECIALIST GRADE 1: NEPHROLOGY REF NO: MPDOH/AUG/24/243**

**SALARY** : R1 271 901 – R1 348 635 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Nephrology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Nephrology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Nephrology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES** : Supervising the management of and managing Nephrology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

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

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

**POST 31/326** : **MEDICAL SPECIALIST GRADE 1: ENT SURGEON REF NO: MPDOH/AUG/24/244**

**SALARY** : R1 271 901 – R1 348 635 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)

## **REQUIREMENTS**

Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in ENT (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in ENT. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (ENT) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

## **DUTIES**

: Supervising the management of and managing ENT and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

## **ENQUIRIES**

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

## **APPLICATIONS**

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

## **POST 31/327**

: **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/AUG/24/245**

## **SALARY**

## **CENTRE**

## **REQUIREMENTS**

: R949 146 - R1 021 911 per annum  
: Mapulaneng Hospital (Ehlanzeni District)  
: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

## **DUTIES**

: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes.



Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

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

**POST 31/328** : **DEPUTY MANAGER: MENTAL HEALTH AND SUBSTANCE ABUSE REF NO: MPDOH/AUG/24/246**

**SALARY** : R974 493 - R1 111 305 per annum  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Bachelor's Degree in Health Sciences that allows registration with health regulatory body of South Africa (2024). A minimum of nine (9) years appropriate / recognisable experience as Health Professionals . At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level in Mental Health Services. Core competencies: Knowledge of mental health services, communication skills, financial management, planning and organisation, monitoring and evaluation. Project management. Registration with relevant health regulatory body of South Africa. Basic computer literacy. A Valid driver's licence.

**DUTIES** : Coordinate and Support the existing strategy in line with Mental Health Act 17 of 2002, policies and guidelines. Develop a Comprehensive strategy to combat substance abuse, Coordinate and support the provision of the forensic mental health services, Coordinate the establishment of the mental health community services in the province. Ensure effective communication and collaboration with all stakeholders in order to maintain existing mental health services. Provide technical support to districts on matters relating to mental health. Monitor program performance using available tool and innovative method to strengthen the program. Develop monitoring framework that will provide for participation of all stakeholders. Develop and implement the strategies in line with provincial policies, guidelines and ensure integration with other programs.

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

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

**POST 31/329** : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/AUG/24/247**

**SALARY** : R656 964 – R748 683 per annum  
**CENTRE** : Moreipuso Clinic (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

<b><u>DUTIES</u></b>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 31/330</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PN-B3): TRAUMA &amp; EMERGENCY REF NO: MPDOH/AUG/24/248</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R656 964 – R748 683 per annum Witbank Hospital (Nkangala District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post-basic nursing qualification, with a duration of at least one (01) year accredited with the SANC in Trauma & Emergency. Diploma/Degree in Nursing Management. Minimum of ten (09) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing At least six (05) years of the period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Trauma & Emergency. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Certificates of Registration with the SANC. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling, and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<b><u>DUTIES</u></b>	:	Provide effective management and professional leadership in the specialized units of Theatres & CSSD. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

**POST 31/331** : **OPERATIONAL MANAGER NURSING (PN-B3): CRITICAL CARE AND NEONATOLOGY (PAEDS HIGH CARE) REF NO: MPDOH/AUG/24/249**

**SALARY** : R656 964 – R748 683 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Critical care/ Neonatology nursing. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Critical care and Neonatology Nursing. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

**DUTIES** : Provide effective management and professional leadership in the specialized units of Neonatal Intensive Care Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

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

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

**POST 31/332** : **OPERATIONAL MANAGER NURSING (PN-B3): ORTHOPAEDIC REF NO: MPDOH/AUG/24/250**

**SALARY** : R656 964 – R748 683 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Orthopaedic. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Orthopaedic. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as

Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

**DUTIES**

: Provide effective management and professional leadership in the specialized units of Orthopaedic Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**

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

**APPLICATIONS**

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

**POST 31/333**

: **OPERATIONAL MANAGER NURSING (PN-B3): NEUROLOGY REF NO: MPDOH/AUG/24/251**

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R656 964 – R748 683 per annum  
 : Witbank Hospital (Nkangala District)  
 : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Neurology. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Neurology. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

**DUTIES**

: Provide effective management and professional leadership in the specialized units of Neurology Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth

understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

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

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

**POST 31/334** : **ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT GRADE 1 REF NO: MPDOH/AUG/24/254**

**SALARY** : R605 550 – R670 734 per annum  
**CENTRE** : Gert Sibande District Office, Ermelo  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Medical Technology in the category Clinical Pathology or Blood Transfusion that allows with the registration with the Health Professional Council of South Africa (HPCSA) (2024). A minimum of three (3) years appropriate experience in the relevant profession after registration with the Health Profession Council of South Africa (HPCSA) as independent practice (where applicable) of which five (5) years must be appropriate experience in Management. Knowledge of the Health Care Act, PFMA and its regulations, PPPFA, Public service Act and LRA. Good interpersonal skills and report writing skills. Skills in facilitation and project/ programme management. A valid driver's license.

**DUTIES** : Provide necessary support to the district leadership in formulating appropriate local district policies and guidelines regarding economical, effective and efficient utilization of both Laboratory and Blood transfusion services. Liaise with key partners in establishing guidelines for quality institutional services. Establish reporting systems. Keep records and ensure standard adherence as part of Service Level Agreement management. Ensure the appropriate utilization of the Laboratory and Blood products by developing and implementing a continuous learning programme at all levels of care. Coordinate, audit and monitor the functionality of hospital transfusion and laboratory committees in the district. Advise the District hospitals on any Clinical Pathology and Blood transfusion related matters.

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

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

**POST 31/335** : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF. NO: MPDOH/AUG/24/255**

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

**DUTIES** : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female

patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

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

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

**POST 31/336** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/AUG/24/258 (X3 POSTS)**

**SALARY** : R451 533 – R530 376 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024), a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Trauma & Emergency care. Nursing care. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice of Trauma & Emergency Care Unit. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele).

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

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

**POST 31/337** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): CRITICAL CARE REF NO: MPDOH/AUG/24/263 (X5 POSTS)**

**SALARY** : R451 533 – R530 376 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024), a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Critical Care. Nursing care. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice of Critical Care Unit. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing

care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele).

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

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

**POST 31/338** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC (HIGH CARE) REF NO: MPDOH/AUG/24/267 (X4 POSTS)**

**SALARY** : R451 533 – R530 376 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024), a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Paediatric Nursing care. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice of Paediatric Nursing Care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele).

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

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

**POST 31/339** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ONCOLOGY REF NO: MPDOH/AUG/24/268**

**SALARY** : R451 533 – R530 376 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional Nurse (2024), a post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Oncology Nursing Care. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

**DUTIES** : Perform clinical nursing practice in accordance with the scope of practice of Oncology Nursing Care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of National Core Standards and ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual cultural racial or religious differences. Able to plan and organize own work and that 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 needs, requirements

		and expectations (Batho Pele). Effectively manage resources allocated in your unit.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 31/340</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): NEPHROLOGY REF NO: MPDOH/AUG/24/269</u></b>
<b><u>SALARY</u></b>	:	R451 533 – R530 376 per annum
<b><u>CENTRE</u></b>	:	Witbank Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional Nurse (2024), a post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Nephrology Nursing Care. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<b><u>DUTIES</u></b>	:	Perform clinical nursing practice in accordance with the scope of practice of Nephrology Nursing Care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of National Core Standards and ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual cultural racial or religious differences. Able to plan and organize own work and that 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 needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 31/341</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/AUG/24/274 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R451 533 – R530 376 per annum
<b><u>CENTRE</u></b>	:	Thulamahashe CHC and Edinburg Clinic (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies



within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

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

**POST 31/342** : **MEDICAL SPECIALIST GRADE 1-3: PAEDIATRIC CARDIOLOGY (SESSIONAL) REF NO: MPDOH/AUG/24/270**

**SALARY** : Grade 1: R612.00 per hour (not exceeding 20 sessions per week)  
Grade 2: R698.00 per hour (not exceeding 20 sessions per week)  
Grade 3: R809.00 per hour (not exceeding 20 sessions per week)

**CENTRE REQUIREMENTS** : Witbank Hospital (Nkangala District)  
Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Cardiology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Paediatric cardiology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** Less than five (5) years relevant experience as Medical Specialist. **Grade 2:** At least five (5) years, but less than ten (10) relevant experience as Medical Specialist. **Grade 3:** Ten (10) years and more relevant experience as Medical Specialist. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES** : Clinical: Provide specialist medical services in Paediatric Cardiology, Co-ordinate and supervise clinical care and treatment of patients in Paediatric cardiology department. Participation in Paediatric Cardiology teaching of junior clinical staff. Execute allocated roles to administrate and coordinate all Paediatric Cardiology activities. Assist with clinical governance and quality assurance according to National Core Standards for Paediatric Cardiology department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Paediatric Cardiology department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Performance of research within the department. Develop and enhance training and development of healthcare worker in Paediatric Cardiology department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

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

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

**POST 31/343** : **MEDICAL SPECIALIST GRADE 1-3: CARDIO-ECHOGRAPHER (SESSIONAL) REF NO: MPDOH/AUG/24/271**

**SALARY** : Grade 1: R612.00 per hour (not exceeding 20 sessions per week)  
Grade 2: R698.00 per hour (not exceeding 20 sessions per week)  
Grade 3: R809.00 per hour (not exceeding 20 sessions per week)

**CENTRE REQUIREMENTS** : Witbank Hospital (Nkangala District)  
Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardio-Echographer (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management

and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Cardio-Echographer. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** Less than five (5) years relevant experience as Medical Specialist. **Grade 2:** At least five (5) years, but less than ten (10) relevant experience as Medical Specialist. **Grade 3:** Ten (10) years and more relevant experience as Medical Specialist. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

<b><u>DUTIES</u></b>	:	Clinical: Provide specialist medical services in Cardio-Echographer, Co-ordinate and supervise clinical care and treatment of patients in Cardio-Echographer department. Participation in Cardio-Echographer teaching of junior clinical staff. Execute allocated roles to administrate and coordinate all Cardio-Echographer activities. Assist with clinical governance and quality assurance according to National Core Standards for Cardio-Echographer department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Cardio-Echographer department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Performance of research within the department. Develop and enhance training and development of healthcare worker in Cardio-Echographer department. Training and supervision of Medical Officers and Medical Interns and Medical Students.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 31/344</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1-3: ORTHODONTIST (SESSIONAL) REF NO: MPDOH/AUG/24/272</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R612.00 per hour (not exceeding 20 sessions per week) Grade 2: R698.00 per hour (not exceeding 20 sessions per week) Grade 3: R809.00 per hour (not exceeding 20 sessions per week)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Witbank Hospital (Nkangala District) Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthodontist (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Orthodontist. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. <b>Grade 1:</b> Less than five (5) years relevant experience as Medical Specialist. <b>Grade 2:</b> At least five (5) years, but less than ten (10) relevant experience as Medical Specialist. <b>Grade 3:</b> Ten (10) years and more relevant experience as Medical Specialist. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

- DUTIES** : Clinical: Provide specialist medical services in Orthodontist, Co-ordinate and supervise clinical care and treatment of patients in Orthodontist department. Participation in Orthodontist teaching of junior clinical staff. Execute allocated roles to administrate and coordinate all Orthodontist activities. Assist with clinical governance and quality assurance according to National Core Standards for Orthodontist department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Orthodontist department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Performance of research within the department. Develop and enhance training and development of healthcare worker in Orthodontist department. Training and supervision of Medical Officers and Medical Interns and Medical Students.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

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

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

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

**OTHER POSTS**

**POST 31/345** : **DEPUTY DIRECTOR: ORGANISATION DYNAMICS AND REMUNERATION**  
Directorate: People Management Planning and Practices

**SALARY** : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape town

**REQUIREMENTS** : Minimum educational qualification: An appropriate National Diploma (NQF 6) / Degree. Experience: Appropriate middle management experience (3-5 years) (supervisory and management functions at an ASD level). Extensive work experience (6-10 years) in organisation development/ design, job evaluation, establishment administration and compensation management. Inherent requirements of the job: A valid Code B/EB driver's licence. Training and proficiency in PERSAL. Competencies (Knowledge/skills): Behavioural: Analysing; Leading and Supervising, Persuading, and influencing, Planning and Organising; Deciding and Initiating Action, Working with People Delivery Results and Meeting Customer Expectations, Relating and Networking. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability, Person-Centred; Authenticity, Being of Service, Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills; Conflict and Change Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all PM practices and OD (such as compensation management; grade progression; OSD, OD and Job Evaluation), Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000. Job Purpose: To render an organisation transformation service by co-ordinating OD interventions, establishment administration and compensation management.

**DUTIES** : Oversee and manage organisation development interventions and job evaluations. Drive departmental OD re-alignment projects to support the transformation agenda of the Department (such as MEAP and MDP). Manage ODI and JE investigations for the Department. Monitor OD and JE registers and provide progress reporting. Manage and deliver on key OD improvement projects such as WISN, HRIS, Job Description Refresh, Job Titles classifications and OFA. Develop and maintain systems and guidelines to improve on OD and JE services. Manage the Organisation and Establishment Administration function. Perform Establishment Control function. Co-ordinate the implementation of OD and JE reports; Ensure new/ amended posts and organisational structure changes are correctly updated in Org Design system (OrgPlus/ Visio) and in PERSAL. Manage staff movement and constant updating of the establishment on PERSAL. Manage the Approved Post List (APL) in collaboration with Finance in terms of filled and vacant posts (HF2 process). Perform regular audits/ investigations and reconciling the approved organisational structure with the establishment on PERSAL. Management and advisory of Compensation: Manage investigations on compensation management enquiries/ cases (such Occupation-Specific Dispensations) and advise in accordance with prescripts. Provide expert advisory and input on transversal changes affecting compensation management practices. Implement changes to the compensation management practices as per national and provincial policy directives (e.g. Cost of Living Adjustments). Manage and maintain an accessible repository of updated compensation-related prescripts, policies, directives and collective agreements. Provide PERSAL Helpdesk services: Manage PERSAL access control (create profiles) and monitor all users transactions, active and in-active profiles. Ensure system enhancement

and data integrity (audits and verifications Provide user-support training, compile and maintain user-friendly manuals. Participate in new system development initiatives linked to PERSAL. People Management. Financial Management.

**ENQUIRIES** : Ms R Shade Tel No: (021) 483-3717  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.  
**CLOSING DATE** : 13 September 2024

**POST 31/346** : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**  
Directorate: Infrastructure Planning

**SALARY** : Grade A: R721 476 per annum  
Grade B: R821 142 per annum  
Grade C: R925 146 per annum  
(A portion of the package can be structured according to the Individual's personal need.)

**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Degree in Quantity Surveying and/or equivalent qualification. Registration with a professional council: Registration as Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Experience: **Grade A:** At least 3 years' appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally nationally. Competencies (knowledge/skills): Knowledge of cost norms including risk analysis and risk mitigation strategies and ability to analyse costings. Understand how to prepare budgets and experience with feasibility studies. Knowledge of facility condition assessments. Sound interpersonal and good verbal and written communication skills. Computer literacy (MS Office).

**DUTIES** : Develop, interpret and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Processing of payments. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES** : Ms M van Leeuwen, Email: [Milne.vanLeeuwen@westerncape.gov.za](mailto:Milne.vanLeeuwen@westerncape.gov.za)  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a Competency Test.

**CLOSING DATE** : 20 September 2024

**POST 31/347** : **OPERATIONAL MANAGER NURSING (SPECIALTY) - CRITICAL CARE (HAEMATOLOGY/ONCOLOGY)**

**SALARY** : R656 964 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: General or Oncology Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour, weekend and public holiday duties for the department and the hospital. Night duty hospital allocation as required. Competencies (knowledge/skills): Principles of

Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills as well as the ability to function independently and as part of the multi-disciplinary team. Good organisational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework, Human Resources, Labour relations legislation and Financial Management, Public sector legislation. Computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

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

**ENQUIRIES** : Ms R. Sutcliffe Tel No: (021) 404 2092  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 20 September 2024

**POST 31/348** : **LECTURER NURSING GRADE 1 TO 2: (POST GRADUATE DIPLOMA NURSING PROGRAMMES)**  
 Western Cape College of Nursing

**SALARY** : Grade 1: R 451 533 (PN-D1) per annum  
 Grade 2: R 553 545 (PN-D2) per annum

**CENTRE** : Boland/Overberg Campus (based at: Metro Campus)  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatric (where applicable). A post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following fields, Trauma and Emergency, Peri Operative Nursing, Mental Health Nursing, Critical Care Nursing, Primary Care Nursing, Midwifery, Orthopedic Nursing, registered with SANC. A relevant master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse, Midwife or Psychiatric Nurse, where applicable. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel. Possess good communication (written and verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

**DUTIES** : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the

		Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
<b><u>ENQUIRIES</u></b>	:	Dr Magerman Tel No: (021) 684-1225
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. 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 post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 31/349</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum Educational Qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> 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 Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department.
<b><u>DUTIES</u></b>	:	Duties Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.
<b><u>ENQUIRIES</u></b>	:	Ms F Baartman Tel No: (021) 938-4055
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. 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 the predetermined period of time. Candidates who are not in possession of 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.
<b><u>CLOSING DATE</u></b>	:	20 September 2024

**POST 31/350** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CRITICAL CARE) (X8 POSTS)**

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

**CENTRE** : Tygerberg 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 as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. 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. **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 Critical Care after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements.

**DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.

**ENQUIRIES** : Ms F Baartman Tel No: (021) 938-4055

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of 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.

**CLOSING DATE** : 20 September 2024

**POST 31/351** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: MIDWIFERY) (X3 POSTS)**

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

**CENTRE** : Tygerberg 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 as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. 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. **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 Obstetrics after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape.



Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements.

**DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.

**ENQUIRIES** : Ms F Baartman Tel No: (021) 938-4055  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 20 September 2024

**POST 31/352** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
 Chief Directorate: Metro Health Services

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

**CENTRE** : Delft CHC  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification, with a duration of at least 1 year accredited with the SANC in the following: Diploma in Clinical Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification in Clinical Science, Health Assessment, Treatment and Care (R48). Inherent requirement of the job: A valid driver's license and willingness to travel. Willingness to work after hours. Competencies (knowledge/skills): Knowledge of procedures relating to nursing education and training. 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.

**DUTIES** : Manage and provide clinical comprehensive PHC services. Plan and implement Health Promotion and Prevention activities. Link with community structures and NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.

**ENQUIRIES** : Ms S. Zide-Ndzungu Tel No: (021) 954-2237  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

on or before the day of the interview. 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 Clinical Nurse Practitioner (PHC) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 31/353</u></b>	:	<b><u>EMS STATION MANAGER GRADE 3 TO 6</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	Grade 3: R376 596 per annum Grade 4: R455 079 per annum Grade 5: R532 815 per annum Grade 6: R591 741 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Emergency Medical Services, Overberg (Hermanus) Minimum educational qualification: <b>Grade 3:</b> Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as ambulance Emergency Assistant (AEA). <b>Grade 4:</b> Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). <b>Grade 5:</b> Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. <b>Grade 6:</b> Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: <b>Grade 5:</b> Registration with the Health Professions Council of South Africa as a Paramedic. <b>Grade 6:</b> Registration with the Health Professions Council of South Africa as an ECP. <b>Grade 4:</b> Registration with the Health Professions Council of South Africa as an ECT. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: <b>Grade 3:</b> Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). <b>Grade 4:</b> Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). <b>Grade 5:</b> Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Current registration as an AEA, ECT, CCA or ECP. Valid code C1 driver's license. Valid Code 10 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.
<b><u>DUTIES</u></b>	:	Effective support to District Manager and act in management capacity when required. Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr IS Naidoo (District Manager) Tel No: (028) 284-1900 Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Candidates may undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	20 September 2024
<b><u>POST 31/354</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Childrens Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in Labour Relations or Human Resource Management. Experience: Appropriate experience in the field of Labour Relations. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Knowledge of PERSAL. Good communication, interpersonal, organising, report-writing, problem-solving and conflict resolution skills. Good knowledge of Labour Relations prescripts, procedures and processes. Ability to interpret policies, procedural manuals and

- collective agreements. Practical computer skills in MS Word, Excel and PowerPoint.
- DUTIES** : Ensure proper handling of grievances, disciplinary processes and assist in the resolution of disputes. Compile and submit labour relations statistics and keep updated labour relations registers. Facilitate training of supervisors and other staff in respect of labour relations aspects. Monitor all other labour related matters including the functioning of the IMLC, implementation of collective agreements, and organisational rights agreements. Provide labour relations guidance and advice to supervisors and personnel to promote sound employment relations. Perform administrative support functions in terms of labour relations.
- ENQUIRIES APPLICATIONS** : Mr FG Brandt Tel No: (021) 658-5390  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.
- CLOSING DATE** : 13 September 2024
- POST 31/355** : **SPECIALIST FORENSIC INVESTIGATOR**  
Chief Directorate: Emergency And Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Forensic Pathology Services, Metro District Office  
: Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Extensive experience in a Local Criminal Record Centre (LCRC)/ Crime Scene Investigation Unit (CSI) environment with a high proficiency in specialising photographic skills that includes ALS photography, impression photography and evidence photography. Extensive experience in Death Scene Investigations within the Autopsy environment. Extensive experience in training within the Forensic Science field. Extensive experience in the taking of fingerprints, lifting of fingerprints and fingerprint comparisons. Inherent requirements of the job: Ability to communicate clearly and discreetly in person and in writing. Valid (Code B/EB) Driver's license. Successfully completed the Advanced Crime Scene Course. Successfully completed the LCRC Fingerprint Course. Successfully completed the LCRC Forensic Course. Successfully completed the Criminalistic Expert Training Program. Must have successfully completed the adjudication panel for fingerprint expert status. Ability to work standby duties (after hours) and travel long distances within the Western Cape. Competencies (knowledge/skills): Meticulous note taking, recording and the proficiency in the delivery of such testimony in any Court of Law and can develop a Portfolio of Evidence (POE) for Court. Above-average Computer skills in at least MS Excel, MS Word and MS Power Point. Knowledge of Computer Aided Design Package (CAD) and Photoshop. Knowledge of Alternate Light Sources (ALS) through various light spectrums and filters. Ability to work with corpses. Ability to deliver expert testimonies in court proceedings. Willingness to train Forensic Pathology Officers in death scene investigation and photography. Knowledge of Cyanoacrylate fuming. Knowledge of photographing exhibits through various light spectrums on cameras.
- DUTIES** : To attend death scenes to conduct a comprehensive death scene investigation and perform Specialised investigations to identify, extract and preserve evidence. To attend autopsies to conduct Specialised investigations, techniques and Specialised photography and obtaining fingerprints in decomposed or difficult cases. Provide training in Death Scene Investigations, Fingerprinting, Photography, and the management of Mass Incidents. To assist on Mass Fatality Scenes by on scene Management, evidence recording and collection and assist with post scene activities. Monitor and assist in the management of Unidentified decedents in the Metro District.
- ENQUIRIES APPLICATIONS** : Mr KR Jones Tel No: (021) 836-0968  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. Candidates will be subjected to security clearance, qualification verification, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment.
- CLOSING DATE** : 20 September 2024
- POST 31/356** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X5 POSTS)**  
Cape Winelands Health District
- SALARY** : Grade 1: R307 473 (PNA2) per annum

<b><u>CENTRE</u></b>	:	Grade 2: R375 480 (PNA3) per annum Grade 3: R451 533 (PNA4) per annum, (Plus 8% rural allowance).
<b><u>REQUIREMENTS</u></b>	:	Robertson Hospital, Langeberg Sub-district (X4 Posts) Ceres Hospital, Witzenberg Sub-district (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 and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel only applicable for Robertson Hospital. Willingness to work overtime when necessary.
<b><u>DUTIES</u></b>	:	Provision of quality basic nursing patient centred care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Kortje Tel No: (023) 626-8548 Mr GH Vermeulen Tel No: (023)316- 960
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for the change in registration status).
<b><u>CLOSING DATE</u></b>	:	20 September 2024
<b><u>POST 31/357</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R307 473 (PNA2) per annum Grade 2: R375 480 per annum Grade 3: R451 533 (PNA4) per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> 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: 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.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/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. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Ms AE Badenhorst Tel No: (023) 348-1137
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates 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).
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 31/358</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R307 473 (PNA2) per annum Grade 2: R375 480 per annum Grade 3: R451 533 (PNA4) per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the 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 South African Nursing Council as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/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. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Ms AE Badenhorst Tel No: (023) 348-1137
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates 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).
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 31/359</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS AND MEDICAL RECORDS</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Emergency Medical Services
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in PERSAL and Human Resource Management functions. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Ability to function as a team player, with or without supervision. Computer literacy (MS Word, advanced Excel and PowerPoint). Ability to function under stressful environment and cope with a heavy workload. Appropriate planning and administration skills. Knowledge of the Human Resource Management

	:	Legislation and Policies. Exercise good judgment in safeguarding confidential or sensitive information.
<b><u>DUTIES</u></b>	:	Effective support to supervisor and colleagues. Administer the Performance Management processes and provide to staff and managers. Provide assistance with the management of poor performance of staff. Ensure effective Personnel and salary administration (service benefits). Ensure effective record keeping. Ensure effective service terminations. Ensure quality assurance and management of all Talent Sourcing practices.
<b><u>ENQUIRIES</u></b>	:	Ms C. Veldman Tel No: (021) 944-9225) / Ms E. Adonis Tel No: (021) 944-9216
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Shortlisted candidates will be expected to undergo the following assessments: Oral interview and/or practical assessment.
<b><u>CLOSING DATE</u></b>	:	20 September 2024
<b><u>POST 31/360</u></b>	:	<b><u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT) (X2 POSTS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate with Mathematics and/or Accounting as a passed subject. Experience: Appropriate experience in Admissions and medical records department within a hospital environment. Appropriate computer skills in MS Office and Outlook. Competencies (knowledge/skills): Strong communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Assess patients according to Hospital Memorandum 18 and Uniform Patient fee schedule and effective classification of patients according to means test. Render support to ensure correct assessment, opening of folders, and raising of invoices. Responsible for effective record keeping and safe keeping of patient's information. Report all Motor vehicle accident cases, Workman's compensation accidents. Relief duties specialist clinics and medical records. Sound knowledge of Clinicom, Accounts receivable, Hospital and emergency center tracking information system, and Electronic Triage system. Knowledge of International Classification of Disease edition 10.
<b><u>ENQUIRIES</u></b>	:	Ms M Frieslaar Tel No: (021) 860 2591 or milicent.frieslaar@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	20 September 2024
<b><u>POST 31/361</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<b><u>CENTRE</u></b>	:	Mowbray Maternity Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20' years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Willing to work overtime when needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.
<b><u>DUTIES</u></b>	:	Assists patient with activities of daily living (physical care). Provide elementary clinical nursing care- checking of vital signs, operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures and prepare patient for diagnostic and surgical procedures. Effective record keeping of Nursing notes on patient folder and adhere to Infection Prevention Control practices. Advocate and ensure the promotion of nursing ethos and professionalism and maintain professional growth, ethical standards, and self-development. Provide basic education according to individual needs of patients and family upon discharge of the patient.
<b><u>ENQUIRIES</u></b>	:	Ms K La Grange Tel No: (021) 659 5594
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (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 prescribed registration fees to the relevant council are submitted the day before 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 the change in registration status). Shortlisted candidates will be subjected to a written and oral assessment. The pool of applicants for the post of Nursing 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**

: 20 September 2024