



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2024

DATE ISSUED 06 SEPTEMBER 2024

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF COMMUNITY SAFETY: Kindly note that the following post was advertised in Public Service Vacancy Circular 31 dated 30 August 2024, Director: Supply Chain Management: (Johannesburg) the post has been withdrawn.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
CORRECTIONAL SERVICES	A	03
HOME AFFAIRS	B	04 - 07
HUMAN SETTLEMENTS	C	08 - 10
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	D	11 - 32
SMALL BUSINESS AND DEVELOPMENT	E	33
SOUTH AFRICAN POLICE SERVICE	F	34 - 39
TOURISM	G	40 - 41
WATER AND SANITATION	H	42 - 46

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	I	47 - 52
KWAZULU NATAL	J	53 - 63
LIMPOPO	K	64 - 99
MPUMALANGA	L	100 - 101
WESTERN CAPE	M	102 - 153

DEPARTMENT OF CORRECTIONAL SERVICES

- APPLICATIONS** : Send your complete application to: National Head Office, Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to Mr Leballo at Thapelo.Leballo@dcs.gov.za
- CLOSING DATE** : 23 September 2024 at 15h45.
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in constituting the risk management committee. It is our intention to promote representivity in respect of race, gender and disability. In support of this strategy, applicants need to indicate race, gender and disability status on the application letter/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/ possibly terminated. Finger prints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for, stating the correct reference for the position you are interested in. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. The Department of Correctional Services reserves the right not to fill these posts. Note: Appointments under the public service act

OTHER POST

- POST 32/01** : **ADMINISTRATRATION CLERK: NATIONAL COUNCIL FOR CORRECTIONAL SERVICES (NCCS) REF NO: HO 2024/08/01 (X4 POSTS)**
- SALARY** : R216 417 per annum
- CENTRE** : National Head Office, Pretoria
- REQUIREMENTS** : Grade 12. Previous experience in a parole profile environment will be advantageous. Computer literacy. Competencies And Attributes: Communication. Client orientation and customer focus. Problem solving and analysis. Decision making. Integrity and honesty. Confidentiality. Good interpersonal relations.
- DUTIES** : Responsibilities: Filing and safe keeping of lifer profiles. Handling of lifer profiles between NCCS Secretariat, Directorate: Pre-Release Resettlement and the Ministry. Preparation and management of NCCS meetings. Preparation and management of meetings of Correctional Supervision and Parole Review Board. Drafting of NCCS recommendations. Dealing with enquiries and representations relating to lifer profile. Dealing with applications for revocation of parole and reinstatement of parole.
- ENQUIRIES** : Mr Y Naidoo Tel No: (012) 307 2079, Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174.

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 08 October 2024

NOTE : Applications must be sent to the correct email address specified at the bottom of the post, on or before the closing date, submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za, and fully completed, accompanied by a comprehensive CV, citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, and the details of at least two contactable employment references (as recent as possible); limited to 2.5MB in size. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as relevant educational qualifications/RPL certificate/Academic Transcripts of completed qualifications, and details of current earnings (latest payslip) on or before the day of the interview. Applicants who possess (a) foreign qualification(s), are also required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA) by said date; and will be subjected to an interview and technical test(s) (which assess the candidate's professional and technical competency against the job requirements and duties, as well as computer literacy) potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the candidate's proficiency in the core and process competencies attached to the level of the post within the Senior Management Service – which can be viewed at www.dpsa.gov.za), job-fit and integrity, employment suitability checks (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State); and will be required to submit a Declaration of Business Interests and complete the online “Pre-entry Certificate to Senior Management Services” course. The course is available at the National School of Government (NSG), under the name “Certificate for entry into the SMS”. Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Persons appointed will be required to enter into an employment contract, serve a prescribed probation period, and obtain a security clearance appropriate to the post.

MANAGEMENT ECHELON

POST 32/02 : **DEPUTY DIRECTOR-GENERAL: IMMIGRATION SERVICES REF NO: HRMC 37/24/1**
Branch: Immigration Services
This is a re-advertisement, Candidates who have previously applied, and are still interested, are requested to re-apply.

SALARY : R1 741 770 - R1 962 090 per annum (Level 15), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE REQUIREMENTS : Head Office, Pretoria
A qualification in Law / Business Management / Public Management / Public Administration / Operations Management / Public Policy or in a related field at NQF level 8 as recognized by SAQA. 8 years' experience at a Senior Management level. Background in analysis and interpretation of migration laws. Experience in Policy development, analysis and interpretation. Exposure to international affairs, diplomacy, the law enforcement environment or cross-border matters will serve as an added advantage. Knowledge and

understanding of the Constitution of the Republic of South Africa, Immigration Act and its Regulations, the Refugees Act and its Regulations, the Citizenship Act and Passports Travel Documents Act. Knowledge and understanding of the International Conventions on Migration, as well as International, Continental and Regional protocols on migration. Knowledge and understanding of controls and structures for the enforcement of the Immigration Act. Knowledge and understanding of Public Service Regulatory Frameworks (PFMA, PSA, PSR) as well as Good Corporate Governance principles (King IV). Valid driver's licence and willingness to travel.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Lead and manage the Branch, providing strategic leadership, direction and oversight on all legislation applicable to immigration services, the management of matters affecting International Migration, attracting scarce and critical skills as well as tourism, Refugee and Asylum Seeker Affairs, and the issuance of permits in the context of the Department's mandate. Contribute to the transformation of Home Affairs into a digital-first organization by aligning and integrating visa and permitting functions into an automated and modern digital system for application, adjudication and communication. Contribute to the advancement of international relations, tourism and economic growth by establishing effective and efficient digital-first visa consideration and application processing procedures. Ensure the effective management of law enforcement activities including inspections as it relates to undocumented migration. Provide strategic leadership in partnering with the Border Management Authority on matters related to port control, as well as other law enforcement agencies. Advise on legislative reforms required for the digital transformation of the Department, attracting skills and tourism, enhancing national security, and ensuring operational efficiency with regards to Immigration Management. Innovate and optimise business operations through digitization and automation within the Branch to produce results that are consistent with the Department's overall strategy, mission, values. Ensure effective promotion and practice of good corporate governance principles and compliance to legislation and policies within the Branch. Establish and/or review the development of policies, procedures, systems and codes of best practice to facilitate digital transformation in compliance with related Legislation, Regulations, Immigration policies and procedures. Effective and efficient management of resources (Human, Financial and Physical).

ENQUIRIES

: Ms C Mocke at 082 301 8580

APPLICATIONS

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yy), designation, duties performed and exit reason for each employment period to be considered, together with a full completed Application for Employment Form (New Z83), obtainable from any Public Service department or at www.gov.za, by the closing date to: imsrecruitment@dha.gov.za

POST 32/03

: **DEPUTY DIRECTOR-GENERAL: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: HRMC 37/24/2**
Branch: Human Resources Management and Development

SALARY

: R1 741 770 - R1 962 090 per annum (Level 15), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE

: Head Office, Pretoria

REQUIREMENTS

: A qualification in Human Resource Management / Public Administration / Management / Industrial Psychology / Management Sciences / Social Sciences or in a related field at NQF level 8 as recognised by SAQA. 8 years' experience at a Senior Management level. Extensive experience in a Human Resource Management environment. Experience in Policy development, analysis and interpretation. Experience in a work environment that embraces technology, digitisation and automation. Knowledge and understanding of the Constitution of the Republic of South Africa, the Public Service Act and its Regulations, the Public Finance Management Act and its Regulations as well as Good Corporate Governance principles (King IV). Valid driver's licence and willingness to travel.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Lead and manage the Branch, providing strategic leadership, direction and

oversight on all human resource management matters including the development, review and implementation of the Department's human resource strategy and workforce plan, organizational development practices, change and culture strategy, talent management processes, employee sourcing and selection, employment conditions and benefits, learning and development, as well as collective bargaining and labour relations in the context of the Department's mandates. Manage the process of transforming Home Affairs into a digital-first Department through appropriate training and change management processes. Provide strategic leadership in partnering with all internal Business Units and external Stakeholders in support of the achievement of mutual objectives. Innovate and optimise business operations within the Branch to produce results that are consistent with the Department's overall strategy, mission and values, and direct on the digitization and automation of the Branch's service offerings towards increased efficiency at reduced cost. Ensure effective promotion and practice of good corporate governance principles and compliance to legislation and policies within the Branch. Establish and/or review the development of policies, procedures, systems and codes of best practice to facilitate digital transformation in compliance with related Legislation, Regulations and procedures. Effective and efficient management of resources (Human, Financial and Physical).

**ENQUIRIES
APPLICATIONS**

: Ms C Mocke at 082 301 8580
 : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yy), designation, duties performed and exit reason for each employment period to be considered, together with a full completed Application for Employment Form (New Z83), obtainable from any Public Service department or at www.gov.za by the closing date to: HRrecruitment@dha.gov.za

POST 32/04

: **DEPUTY DIRECTOR-GENERAL: INFORMATION SERVICES REF NO: HRMC 37/24/3**

Branch: Information Services
 Overview: The Deputy Director-General (DDG) responsible for Information Services (IS) in the Department of Home Affairs is a senior leadership role tasked with overseeing the strategic direction, management, and implementation of IT initiatives across the department. This role is crucial for ensuring that the department's IT infrastructure supports its mission to provide digital, efficient and secure services to the public. This position offers a unique opportunity to lead and shape the IT landscape within the Department of Home Affairs as part of the transformation of Home Affairs into a digital-first organisation

SALARY

: R1 741 770 - R1 962 090 per annum (Level 15), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary
 The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
 : A relevant postgraduate qualification in Information Technology, Computer Science or in a related field at NQF level 8, as recognised by SAQA. 8 years' experience at a Senior Management level. Proven track record of strategic leadership and successful implementation of large-scale IT projects. Strong understanding of current and emerging IT trends and their potential impact on government services. Valid driver's licence and willingness to travel.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Strategic Leadership and Planning Develop and implement IT strategies aligned with the department' goals and objectives. Oversee the creation and execution of short, medium, and long-term IT plans to enhance service delivery and operational efficiency. Ensure the integration of emerging technology trends and innovations to improve Departmental capabilities.IT Operations Management Direct and manage the IT department's daily operation, ensure the reliability and securing of IT systems and infrastructure. Oversee the development, implementation, and maintenance of IT policies, procedures and standards to ensure compliance with relevant legislation and best practices. Manage the IT budget, ensuring cost-effective use of resources while achieving strategic objectives: Stakeholder Engagement and Collaboration Build and maintain strategic relationships with internal and external stakeholders, including government agencies, industry partners, and technology vendors.

Act as a liaison between the IT department and other department units to facilitate collaboration and alignment of IT initiatives with broader organizational goals. Risk Management and Compliance Identify and mitigate IT-related risk, ensuring the department's IT environment is secure and resilient against cyber threats. Ensure compliance with national and international IT standards and regulations, fostering a culture of accountability and transparency within the IT department. Innovation and Technology Advancement Lead initiatives to adopt and integrate new technologies such as machine learning, AI, digital identity systems, and cloud-based solutions to enhance service delivery and operational efficiency. Promote a culture of continuous improvement and innovation within the IT department, encouraging the exploration of new technologies and methodologies. Competencies: Leadership and Management: Ability to lead and inspire a diverse team, fostering a high-performance culture. Strategic Thinking: Strong analytical and strategic planning skills to drive IT initiatives that align with organizational goals. Communication and Interpersonal Skills: Excellent verbal and written communication skills, with the ability to engage and influence stakeholders at all levels. Problem Solving: Strong problem-solving and decision-making skills, with the ability to navigate complex IT challenges. Adaptability: Ability to adapt to changing environments and lead the department through technological transformations.

ENQUIRIES
APPLICATIONS

- : Ms C Mocke at 082 301 8580
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yy), designation, duties performed and exit reason for each employment period to be considered, together with a full completed application for employment form (New Z83), obtainable from any Public Service department or at www.gov.za, by the closing date to: ISrecruitment@dha.gov.za

DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE : 20 September 2024 at 16h00

NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 32/05 : **CHIEF DIRECTOR: EXECUTIVE SUPPORT REF NO: DOHS/05/2024**
Branch: Office Of the Director-General

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

CENTRE : Pretoria

REQUIREMENTS : Matric/Grade 12 or equivalent, relevant Undergraduate qualification in public Administration/ Management (NQF level 7 as recognized by SAQA) or any other relevant qualification (NQF level 7 as recognized by SAQA). 5 years' relevant experience at senior management level. Excellent analysis and problem-solving skills. Manage operations to achieve the planned outcomes of the Office of the Director-General. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience in Financial Prescripts and Practices as well as strategic capacity and leadership. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

DUTIES : The successful candidate will be expected to manage the provision of strategic planning, monitoring and reporting services; Manage the provision of

Administrative and Secretariat services; Manage the provision of technical and administrative support services on matters pertaining to Parliament, Cabinet and other related structures; Manage transformation efforts in the human settlement sector; Manage resources allocated to the Office of the Director-General.

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444 9113
APPLICATIONS : Only Applications for Chief Director: Executive Support can be forwarded to: sarah@tothetrecruitment.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply.

OTHER POSTS

POST 32/06 : **PARTLIAMENT AND CABINET SUPPORT OFFICER REF NO: DOHS/06/2024**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : Matric/ Grade 12 or equivalent, undergraduate diploma/ degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years' experience at entry level management (ASD/ Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.

DUTIES : The successful candidate will be responsible for: Monitoring events in the Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/ Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective Parliament service. Co-ordinate and control movements between the Pretoria and Cape Town Offices and Parliamentary sessions (where applicable). Study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood correctly.

ENQUIRIES : Mr L Manyama Tel No: (012) 444 9118
APPLICATIONS : Applications must be submitted by post or hand or e-mail to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001 or e-mail to jobs@dhs.gov.za

NOTE : Female candidates and People with disabilities are encouraged to apply.

POST 32/07 : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOHS/07/2024**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : Matric/ Grade 12 or equivalent, undergraduate diploma/ degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years' experience at entry level management (ASD/ Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.

DUTIES : The successful candidate will be responsible for: Managing the administrative and co-ordination activities within the office of the executive authority. Liaising with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Supervise employees.

ENQUIRIES : ML Manyama Tel No: (012) 444 9118

APPLICATIONS

: Applications must be submitted by post or hand or e-mail to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001 or e-mail to jobs@dhs.gov.za

NOTE

: Female candidates and People with disabilities are encouraged to apply.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 23 September 2024

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

MANAGEMENT ECHELON

POST 32/08 : **CHIEF MASTER: MASTER OF THE HIGH COURT AND FAMILY LAW SERVICES REF NO: 24/32/MAS**

SALARY : R1 741 770 – R1 962 090 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate legal qualification (NQF level 7) and a post graduate legal qualification (NQF level 8) as recognized by SAQA; A minimum of 8 years' experience at senior management level in litigation/ masters services; Admission as an Advocate/ Admitted as Attorney with right of appearance at High Court; Nyukela Certificate (Certificate for entry into the Senior Management Service from the National School of Government); Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Oversee and manage the formulation of policy, strategy and facilitation of operational risk management; Oversee, manage and monitor Master's operations in regions; Oversee and manage the administration and delivery of Family Law Services; Oversee, facilitate and manage the stakeholder relations for the Masters Branch; Oversee and provide strategic leadership to the Office of the Master of the High Court; Provide effective people management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-32-MAS@justice.gov.za

<u>POST 32/09</u>	:	<u>CHIEF DIRECTOR: MASTERS OPERATIONS REF NO: 24/33/MAS</u>
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA Law Degree; 5 years experience at senior management level in litigation; Admission as an Advocate/ Admitted as Attorney with right of appearance at High Court; Nyukela Certificate (Certificate for entry into the Senior Management Service from the National School of Government); Knowledge of foundations of South African law, private law, constitutional law, criminal law, intellectual property, evidence, African Customary Law and all Masters services with its Legislations/ Act; Knowledge of Children’s Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders, Child Care Act, all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation, the law of contract, the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act and the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions And The State Liability Act; Knowledge And Experience In Office Administration. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation of deceased estate; Manage the implementation of insolvencies, trust and curatorship; Manage the implementation of guardian’s fund; Manage the implementation of master’s service delivery standard; Manage and coordinate masters operations projects; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-33-MAS@justice.gov.za
<u>POST 32/10</u>	:	<u>HEAD OF JUSTICE COLLEGE: REF NO: 24/34/IDS</u>
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidates will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF7) as recognised by SAQA in LLB/ Training Management; 5 years experience at senior managerial level in a training environment; Nyukela Certificate (Certificate for entry into the Senior Management Service from the National School of Government); Knowledge and understanding of education, training and development regulatory framework and policies, Human Resources Development strategy and skills development, assessment and evaluation framework, curriculum development, accreditation and quality assurance; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act (PFMA). Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Oversee the design and implementation of the strategies and frameworks that work as catalysts for staff retention in the Department; Oversee the delivery of value-adding learning interventions and methods; Oversee the effectiveness of the learning outcomes and

		interventions; Oversee the administration, operations and strategic partnerships of the institution; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr. R. Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. Pretoria or email to DOJ24-34-IDS@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 32/11</u>	:	<u>DIRECTOR: FINANCE REF NO: 57/24EC</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting / BCom in Public Finance or Auditing as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Knowledge of Financial Management and Accounting at managerial level, Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity; Personal attributes.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and co-ordinate report on financial administration and compliance matters which is aligned to the Medium-Term Strategic Plan and Medium Term Expenditure Framework (MTEF) of the Department; Provide efficient and effective financial administrative support with respect to financial accounting and management accounting .Advise and assist the Provincial Head and Senior Management in the exercise of powers, functions assigned and delegations in terms of PFMA and other relevant legislation; Ensure compliance with the accounting best practices, norms and standards; Establish and maintain effective, efficient and transparent systems of financial management and internal control; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-57-EC@justice.gov.za
<u>POST 32/12</u>	:	<u>DIRECTOR: FORENSIC AUDIT AND INVESTIGATION REF NO: 24/43/DG</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in B Com Accounting/ Internal Auditing/ LLB Auditing as recognized by SAQA; 5 years' experience at middle/senior managerial level in Internal Audit environment; Professional certification in Certified Internal Auditor (CIA)/ Certified Fraud Examiner (CFE); Nyukela Certificate (Certificate for entry in the Senior Management services from school of Government); Knowledge and understanding of Public Finance Management Act, relevant governance prescripts including Treasury Regulations and interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage and conduct forensic investigations in relation to fraud, theft and maladministration; Manage the investigations on transgressions reported to the Department; Manage the maintenance of the investigated reports; Manage employee -education and awareness

- programmes on anti-corruption and Code of-Conduct; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. R Chauke Tel No: (012) 315 1329
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-43-DG@justice.gov.za
- POST 32/13** : **DIRECTOR: VICTIM SUPPORT AND SEXUAL OFFENCES REF NO: 24/52/CA**
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 : An LLB (NQF level 7) Degree as recognized by SAQA; 5 years' experience at a middle/ senior managerial level in a legal environment; Nyukela Certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of the South African legal system and its laws in particular the Constitutional Law and the domestic legal framework relating to the fight against Gender Based Violence and Femicide (GBVF) as well as the application of the international law; Knowledge of the GBVF sector and the multisectoral stakeholder management, criminal court and the establishment of a victim centric justice system, International and provincial protocols on victim support and gender-based violent crimes; Knowledge of legal framework on Gender-Based Violence and Femicide and related case law, as well as the Presidential Summit Declaration on Gender-Based Violence and Femicide; Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instruction and Public Finance Management Act. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the implementation of legal framework on Sexual Offences; Manage the implementation of legal framework, programmes on victim support and related matters; Manage the implementation of legal framework on older persons; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S. Kgafela Tel No: (012) 315 1042
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-52-CA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/14** : **DIRECTOR: MUTUAL LEGAL ASSISTANCE AND EXTRADITION REF NO: 24/37/CD**
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 : An undergraduate qualification (NQF level 7) LLB specialization in International Law or International Relations as recognized by SAQA; 5 years' of experience at a middle/senior managerial level in a legal environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of South African foreign policies and national interest, international law and relations; Knowledge of criminal, civil law, international law, constitutional law cases and relations; Knowledge and understanding of the Constitution of South Africa; Knowledge of government prescripts, Public Finance Management Act (PFMA), Treasury Regulations and Interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment;

		Client orientation and customer focus; Communication skills; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage the processing and coordination of requests for mutual legal assistance and extradition, enforcement of foreign orders on behalf of the Department; Initiate, facilitate, coordinate negotiations on mutual legal assistance in criminal matters and extradition agreements with foreign countries and relevant entities; Manage the process of reciprocal enforcement of foreign maintenance orders; Represent the department in bi-national and multilateral engagements; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MD Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-37-CD@justice.gov.za
<u>POST 32/15</u>	:	<u>DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 24/38/CD</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Humanities/Social/Political Sciences/LLB; 5 years' experience at a middle/senior managerial level; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Public Finance Management Act, Prescripts, Act and regulations within the Justice and Constitutional Development area, Human Rights laws; Knowledge and understanding of Human Rights developments, Constitution of South Africa and relevant governance prescripts. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage and conduct research on legislation impacting on constitutional democracy, fundamental human rights and constitutional values; Manage and conduct constitutional research and review; Manage and facilitate an enabling environment for research and review in government; Monitor implementation of the constitutional instruments and tools by the three spheres of government; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-38-CD@justice.gov.za .
<u>POST 32/16</u>	:	<u>DIRECTOR: LANGUAGE SERVICES AND INTERPRETING REF NO: 24/39/CA</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Legal Interpreting, Language Practice, Linguistic or relevant qualification; 5 years' experience at a middle/senior managerial level of which 3 years must be in the language and interpreting environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act; Knowledge of Criminal, Civil and family cases, Constitutional law cases, court operations and Policy development. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service

- Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the provision of language interpretation services in court proceedings; Manage and facilitate the implementation of language policy within the Department; Manage the coordination, reporting and analysis of court interpreting information and translation; Manage the quality assurance for court interpreting and translation services; Provide effective people management.
- ENQUIRIES** : Mr S. Kgafela Tel No: (012) 315 1042
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-39-CA@justice.gov.za.
- POST 32/17** : **DIRECTOR: MEDIA RESEARCH AND LIAISON REF NO: 24/35/IDS**
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA in Communication Science, Public Relations or relevant qualification; 5 years of experience at middle/senior managerial level within the Communications Management environment; Knowledge of media research and liaison for an organisation/department, corporate identity development and improvement, development of printed publications; Knowledge of government communication strategies and policies; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government initiatives and decisions. Skills And Competencies: Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Enhance the image of the Department and facilitate the dissemination of information through the media; Manage the provision of media research, monitoring and analysis support for the Department; Manage the development of content for various external media platforms; Manage content for all identified products and platforms for external media dissemination; Provide effective people management.
- ENQUIRIES** : Mr. S. Maeko Tel No: (012) 315 1996
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-35-IDS@justice.gov.za
- NOTE** : Preference will be given to women and people with disability.

OTHER POSTS

- POST 32/18** : **SENIOR STATE LAW ADVISOR: OCSLA LP9 REF NO: 24/28/SLA (X3 POSTS)**
- SALARY** : R1 132 806 – R1 762 857 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and Constitution of South Africa; Knowledge of Public Service, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written

- and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
- DUTIES** : Key Performance Areas: Provide the preliminary opinions and certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from National Departments and other organs of state; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M. Mokoena Tel No: (012) 744 2026
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-28-SLA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/19** : **SENIOR STATE LAW ADVISOR: RULES BOARD: LP9 REF NO: 24/03/SLA**
- SALARY** : R1 132 806 – R1 762 857 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : LLB Degree or 4 year recognized legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Civil Justice System and the Rules of Court; Experience in Constitutional and Administrative Law; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
- DUTIES** : Key Performance Areas: Prepare research papers and make recommendations to the rules of the Board and its Committees; Plan and conduct research including comparative legal research into court rules; Draft rules of court, memorandum and opinions; Process approved amendments and new rules; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-03-SLA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/20** : **STATE LAW ADVISOR: LP7-LP8: LAW REFORM COMMISSION REF NO: 24/06/LD (X2 POSTS)**
- SALARY** : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of the Constitution and law of the Republic of South Africa; Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Finance Instructions and the State Liability Act. Skills and Competencies: Legislative drafting and Legal Research; Advocacy; Project management skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills; Policy formulation skills; Ability to work under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Plan and do research, including comparative legal research, in respect of the law of South Africa; Conduct extensive consultation with stakeholders with a view to obtain inputs and comment on draft research papers; Develop proposals for the development, improvement and modernization of the South African Law Reform; Develop recommendations

and draft legislation for Law Reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Perform other administrative duties related to the work of the South African Law Reform Commission.

ENQUIRIES APPLICATIONS : Mr. M. Mokoena Tel No: (012) 744 2026
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-06-LD@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 32/21 : **STATE LAW ADVISOR LP7-LP8: (OCSLA) REF NO: 24/30/SLA (X5 POSTS)**

SALARY : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and Constitution of South Africa; Knowledge of Public Service, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting skills; Advocacy; Project management skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills; Policy formulation skills; Ability to work under pressure and meet deadlines.

DUTIES : Key Performance Areas: Provide the preliminary opinions and certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from national Departments and other organs of state.

ENQUIRIES APPLICATIONS : Mr. M. Mokoena Tel No: (012) 744 2026
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR email to DOJ24-30-SLA@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 32/22 : **FAMILY ADVOCATE LP7-LP8 REF NO: 24/12/FS**

SALARY : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidates will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Advocate: Bloemfontein (Stationed at Bethlehem).
: An LLB Degree or recognized 4 year legal qualification. Admitted as an Advocate. The right of appearance in the High Court of South Africa. At least 5 years appropriate post qualification, litigation experience. A valid driver's license. Skills And Competencies: Good communication skills (verbal and written); Litigation and Advocacy skills; Legal research and drafting; Dispute resolution; Case flow management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and conduct enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Deal with Hague matters and all relevant circuit courts within the province.

ENQUIRIES APPLICATIONS : Ms NM Dywili at 073 775 0709
: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-12-FS@justice.gov.za

- POST 32/23** : **STATE LAW ADVISOR: LP7-LP8 REF NO: 24/53/CA**
- SALARY** : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An appropriate LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of Constitutional Law, Labour Law, Administrative Law, International Law, Legal research and legislative drafting; Experience in legal research or other appropriate experience. Skills and Competencies: Legal research and drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication skills (written and verbal); Continuous improvement; Diversity management; Impact and influence; Conflict management; Problem solving and decision-making skills; Planning and organizing; Project management.
- DUTIES** : Key Performance Areas: Provide legal advice for the Constitutional Implementation component; Draft legal documents for the Constitutional Implementation component; Provide advice in legal disputes; Collect data and information, analyse and translate information into knowledge for planning and decision making to support the management of secretarial, legal and administrative duties for the Equality Review Committee (ERC); Conduct legal research and provide information relating to the requested matters; Provide effective people management.
- ENQUIRIES** : Mr. S. Kgafela Tel No: (012) 315 1042
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-53-CA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/24** : **DEPUTY DIRECTOR: AREA COURT MANAGER (X2 POSTS)**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Nelson Mandela Metro – Gqeberha Ref No: 52/24EC
Joe Gqabi District – Sterkspruit Ref No: 53/24EC
- REQUIREMENTS** : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
- DUTIES** : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
- ENQUIRIES** : Mr A Jilana Tel No: (043) 702 7000/ 7010
- APPLICATIONS** : Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-52-EC@justice.gov.za and/or DOJ24-53-EC@justice.gov.za
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 32/25** : **OFFICE MANAGER REF NO: 24/14/LD**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office; Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Management/ Administration; A minimum of 3 years experience in Office

Administration at management (Assistant Director) level; Knowledge and understanding of procurement directives and procedures; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, the Constitution, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication skills; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing skills; Decision making skills; Project management; Team leadership.

DUTIES : Key Performance Areas: Manage procurement and Finance of goods and services; Manage strategic administrative support functions; Manage documents in the branch; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Manage general support and resources services in the office; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr M Mokoena Tel No: (012) 744 2026
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-14-LD@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 32/26 : **OFFICE MANAGER REF NO: 24/16/IDS**

SALARY : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: An (NQF level 6) qualification in Office Administration/Public Administration/Management as recognized by SAQA; A minimum of 3 years relevant experience in Office Administration at managerial (Assistant Director) level; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc. Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc); Knowledge of the Departmental interpretation and application of policies and prescripts; Knowledge of Administration of an office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.

DUTIES : Key Performance Areas: Undertake the policy or line functions as required; Execute coordinate external strategic alliances between the office and other stakeholders; Provide administration support services; Manage general support services in the office of the Deputy Director- General; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. R Chauke Tel No: (012) 315 1329
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-16-IDS@justice.gov.za

POST 32/27 : **DEPUTY DIRECTOR: TRANSLATION AND EDITORIAL SERVICES REF NO: 24/27/SLA**

SALARY : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: Bachelor's Degree/National Diploma (NQF level 6) in Communication, Linguistics or equivalent; A minimum of 3 years' experience in translation and

- editing documents at management (Assistant Director) level; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc.; Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc.) and Code of conduct; Knowledge of departmental interpretation and application of policies and prescripts and administration of an office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Manage the translation function; Manage the editorial functions; Manage terminology development; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr M Mokwena Tel No: (012) 744 2026
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-27-SLA@justice.gov.za
- POST 32/28** : **DEPUTY DIRECTOR: TRC UNIT VICTIM SUPPORT COORDINATION REF NO: 24/12/CD**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An undergraduate qualification (NQF level 7) in LLB/Political Science/Social Science equivalent as recognised by SAQA; A minimum of 3 years' experience in Human Rights Redress or Social Cohesion environment at management (Assistant Director) level; Knowledge and understanding of Public Financial Management Act, prescripts, regulations within the Justice and Constitutional Development area; Understanding of human rights developments, the Constitution of South Africa and relevant governance prescripts. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Coordinate and implement TRC reparation programmes and projects; Monitor the implementation of reparation programmes and projects; Coordinate and facilitate response to oversight structures for the implementation of reparations; Coordinate and facilitate the development and implementation of reparations; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms MD Modibane Tel No: (012) 315 1668
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-12-CD@justice.gov.za.
- POST 32/29** : **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET MATTERS REF NO: 24/11/DG**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: A Bachelor's Degree/National Diploma (NQF level 7) in Public Administration, Social Science, Political Science, Natural or Economic Sciences and or equivalent; A minimum of 3 years' experience in Parliamentary and Cabinet environment at management (Assistant Director) level; Knowledge and understanding of Secretariat and Cabinet processes; Knowledge of prescripts and framework of the Department, legislation that deals with executive support, Parliamentary rules and administrative procedures and Government policies;

		Understanding of good governance ethics. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Decision making; Planning and organising skills; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Process all the Parliamentary questions and disseminate them to relevant stakeholders; Coordinate Parliamentary Committee meetings; Coordinate the correspondence for the Director-General on Parliamentary and cabinet matters; Manage and coordinate the handling of cabinet matters; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Maeko Tel No: (012) 315 1996
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-11-DG@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 32/30</u>	:	<u>DEPUTY DIRECTOR: BUDGET PLANNING REF NO: 24/24/FMS</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 in Management Accounting, Financial Management, Financial Accounting, Public Finance as recognized by SAQA; A minimum of 3 years' experience in a finance environment at managerial (Assistant Director) level; Knowledge and understanding of Public Finance Management Act; budget management, Public Service Regulations and Acts and Treasury Regulations; Knowledge of Cash Management, financial systems (BAS) and accounts control relating to Financial Statements. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and facilitate the budget planning process of the Department; Coordinate the standardization of Budget Planning processes; Coordinate and facilitate the roll-over, Adjustment Estimates of National Expenditure (AENE) and virement process; Coordinate the Maintenance of Budgets Information in the Department's Financial and Procurement Systems; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A van Ross Tel No: (012) 315 1094
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR email to DOJ24-24-FMS@justice.gov.za
<u>POST 32/31</u>	:	<u>DEPUTY MASTER (X2 POSTS)</u>
<u>SALARY</u>	:	R556 356 - R1 314 666 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: Middelburg (Mpumalanga) Ref No: 2023/61/MP Master of the High Court: Bhisho Ref No: 62/24EC
<u>REQUIREMENTS</u>	:	An LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship, Trusts and Guardians Fund. Skills and competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual

		orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate: disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Mpumalanga: Ms NC Maseko at 083 284 9056 Eastern Cape: Mr A Jilana Tel No: (043) 702 7000/ 7010
<u>APPLICATIONS</u>	:	Mpumalanga: Please direct your applications to: The Provincial Head, Private Bag X11260, Nelspruit, 1200 or hand deliver to Physical Address: 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-61-MP@justice.gov.za Eastern Cape: Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-62-EC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 32/32</u>	:	<u>COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R552 081 – R650 322 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Bloemfontein Ref No: 24/11/FS Magistrate Office: Port Elizabeth Ref No: 54/24EC
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile an analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Free State Ms NM Dywili at 073 775 0709 Eastern Cape: Mr A Jilana Tel No: (043) 702 7000/ 7010
<u>APPLICATIONS</u>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-11-FS@justice.gov.za Eastern Cape: Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-54-EC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 32/33</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES REF NO: 24/29/SLA (X2 POSTS)</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in translation services environment; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act,

- Government initiatives and decisions, etc.; Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc.) and Code of conduct; Knowledge of departmental interpretation and application of policies, prescripts and administration of an office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Oversee the translation function; Edit translated Bills; Manage terminology development; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-29-SLA@justice.gov.za
- POST 32/34** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 24/VA02/NW**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court – Mafikeng
- : A Three years National Diploma/ Degree in Public Administration, Human Resources Management, Administration or Business Administration NQF level 6; A minimum of three years' experience in Administration environment; Knowledge and understanding of the constitution, Public Finance Management Act (PFMA) and regulatory framework/guidelines and prescripts; Procurement directives & procedures and statistics; Knowledge and understanding of DFI and Treasury Regulations; Knowledge of the departmental policies and prescripts. Skills and competencies: Applied strategic thinking; Budgeting and Financial Management; Communication and Information Management; Citizen focus and responsiveness; Diversity Management; Impact and influence; Planning and organizing; Problem solving and decision making; Project Management.
- DUTIES** : Key Performance Areas: Manage Finance, Human Resource and Procurement of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate strategic external alliances between the office and other stakeholders; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7088
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or email to DOJ24-02-NW@justice.gov.za
- POST 32/35** : **INTERNAL AUDITOR: GENERAL ASSURANCE REF NO: 24/17/IA**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : A 3 year National Diploma/NQF Level 6 in Auditing or equivalent; A minimum of 1 year experience in Auditing; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Financial management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
- DUTIES** : Key Performance Areas: Provide input in the audit planning process; Execute audit engagements; Provide administrative support.
- ENQUIRIES APPLICATIONS** : Mr. S Maeko Tel No: (012) 315 1996
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-17-IA@justice.gov.za

<u>POST 32/36</u>	:	<u>COURT INTERMEDIARY REF NO: 24/10/FS</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office, Bloemfontein A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license. Proficiency in the following languages: English and Afrikaans. Language proficiency testing will be conducted during the interview. Skills And Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls. Ms NM Dywili at 073 775 0709
<u>ENQUIRIES APPLICATIONS</u>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-10-FS@justice.gov.za
<u>POST 32/37</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) (X11 POSTS)</u>
<u>SALARY</u>	:	R357 843 – R979 059 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Nelspruit Ref No: 2024/02/MP State Attorney: Mafikeng Ref No: 24/VA01/NW State Attorney: Mthatha Ref No: 61/24EC State Attorney: Gqeberha Ref No: 60/24EC State Attorney, Durban Ref No: 24/01/KZN State Attorney, Cape Town Ref No: 02/2024/SA/WC State Attorney: Johannesburg Ref No: 2024/02/GP (X2 Posts) State Attorney: Pretoria Ref No: 2024/03/GP State Attorney: Thohoyandou Ref No: 04/24/LMP State Attorney: Polokwane Ref No: 03/24/LMP
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key performance areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
<u>ENQUIRIES</u>	:	Mpumalanga: Ms NC Maseko at 083 284 9056 North West: Ms L. Shoai Tel No: (018) 397 7088 Eastern Cape: Mr A Jilana Tel No: (043) 702 7000/ 7010

Kwazulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000
Cape Town: Mr N Linder Tel No: (021) 441 9200
Gauteng: Ms R Moabelo Tel No: (011) 332 9000
Limpopo: Ms MP Mongalo/ Ms MR Phalane Tel No: (015) 287 2037/ (015) 287 2036

- APPLICATIONS** : **Mpumalanga:** Please direct your applications to: The Provincial Head, Private Bag X11260, Nelspruit, 1200 or hand deliver to Physical Address: 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-02-MP@justice.gov.za
North West: The Provincial Head: Department of Justice and Constitutional Development Private Bag X2033, Mmabatho 2735 or hand deliver it at Application Box, 22 Molopo Road, Ayob Gardens, Mafikeng or email to DOJ24-01-NW@justice.gov.za
Eastern Cape: Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-61-EC@justice.gov.za and/ or DOJ24-60-EC@justice.gov.za
KwaZulu-Natal: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-01-KZN@justice.gov.za
Western Cape: Please direct your applications to: The Provincial Head, Private Bag X9171, Cape Town, 8000 or hand deliver at 8 Riebeeck Street, 5TH Floor, Norton Rose House or email to DOJ24-02-WC@justice.gov.za
Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or email to DOJ24-02-GP@justice.gov.za and/ or email to DOJ24-03-GP@justice.gov.za
Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or email to DOJ24-04-LMP@justice.gov.za and/ or email to DOJ24-03-LMP@justice.gov.za
- NOTE** : A current certificate of good standing from the relevant law Society must accompany the application. Separate application must be made quoting the relevant reference number.
- POST 32/38** : **FAMILY COUNSELLOR/SOCIAL WORKER (GR1 – GR4) (X6 POSTS)**
- SALARY** : R308 247 – R687 918 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Vosman Ref No: 2024/04/MP
Family Advocate: Mafikeng Ref No: 24/VA03/NW
Family Advocate: Gqeberha Ref No: 56/24EC
Family Advocate: Cape Town Ref No: 01/2024/FA/WC
Family Advocate: Johannesburg Ref No: 2024/04/GP
Kimberley: Family Advocate: Kimberley Ref No: 49/24/NC/FA-KIM
- REQUIREMENTS** : Bachelor's Degree in Social Workers or equivalent qualification, A minimum of three (3) years appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Councilor for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Communication (written and verbal) skills, Computer literacy (MS Word), Mediation, Interviewing, Conduct resolution, Evaluation and Report writing skills, Diversity and Conflict management and Attention to detail.
- DUTIES** : Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation. Evaluate information and compile forensic court reports, Act as expert witness for the Family Advocate in Court; ensure proper case flow administration, Travel to townships and rural areas to conduct enquires and interview parties and source references in Family Law disputes.
- ENQUIRIES** : Mpumalanga: Ms NC Maseko at 083 284 9056

North West: Ms L. Shoai Tel No: (018) 397 7088
Eastern Cape: Mr A Jilana Tel No: (043) 702 7000/ 7010
Cape Town: Ms T Buttress Tel No: (021) 426 1216
Gauteng: Ms RR Moabelo Tel No: (011) 332 9000
Northern Cape: Ms C. Van Wyk Tel No: (053) 838 4563
Ms C. Van Wyk Tel No: (053) 838 4563

- APPLICATIONS** : **Northern Cape:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or Physical address: New Public Building (Magistrate's Court), c/o Knight and Stead Street, 7th Floor, Kimberley, 8301 or DOJ24-49-NC@justice.gov.za. Faxed applications will not be considered.
Mpumalanga: Please direct your applications to: The Provincial Head, Private Bag X11260, Nelspruit, 1200 or hand deliver to Physical Address: 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-04-MP@justice.gov.za
North West: The Provincial Head: Department of Justice and Constitutional Development Private Bag X2033, Mmabatho 2735 or hand deliver it at Application Box, 22 Molopo Road, Ayob Gardens, Mafikeng or email to DOJ24-03-NW@justice.gov.za
Eastern Cape: Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-56-EC@justice.gov.za
Western Cape: Please direct your applications to: The Provincial Head, Private Bag X9171, Cape Town, 8000 or hand deliver at 8 Riebeeck Street, 5TH Floor, Norton Rose House or email to DOJ24-01-WC@justice.gov.za
Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, 94 Pritchard Street, Johannesburg or email to DOJ24-04-GP@justice.gov.za
- NOTE** : Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not to apply. Only shortlisted applicants will be required to submit proof of registration with SACSSP. Separate application must be made quoting the relevant reference number
- POST 32/39** : **FAMILY LAW ASSISTANT (X2 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Office of the Family Advocate: Vosman Ref No: 2024/03/MP
Family Advocate, Pietermaritzburg Ref No: 24/08/KZN
- REQUIREMENTS** : A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence Act, (inclusive of Hague Convention on International Child Abduction). A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Communication (written and verbal skills), Computer literacy (MS Office), Mediation skills, Attention to detail, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas: Conduct screening interviews and Parental Responsibilities and Rights information sessions, Assist members of the public with form completion and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects, Support the Family Advocate with regards to matters on the court roll, Receive and screen correspondence and draft responses on behalf of the Family Advocate, Conduct mediations in disputes regarding Parental Responsibilities and Rights.
- ENQUIRIES** : Mpumalanga: Ms NC Maseko at 083 284 9056
KwaZulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000
- APPLICATIONS** : **Mpumalanga:** Please direct your applications to: The Provincial Head, Private Bag X11260, Nelspruit, 1200 or hand deliver to Physical Address: 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-03-MP@justice.gov.za
KwaZulu-Natal: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-08-KZN@justice.gov.za

- NOTE** : Separate application must be made quoting the relevant reference number
- POST 32/40** : **ADMINISTRATIVE OFFICER: NATIONAL REGISTER FOR SEX OFFENDERS REF NO: 24/26/CA (X3 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: A 3-year National Diploma/Degree (NQF level 6) in Office Administration/Office Management; A minimum of 3 years' experience in Administration of which one year should be at supervisory/team leader level; Knowledge and understanding of the legislative framework, governing the Public Service Financial Management and regulatory framework/guidelines; Knowledge of Public Finance Management Act (PFMA) and budgetary/financial management will be an advantage; Knowledge of Government and Departmental policies and strategy would be an added advantage. Skills and Competencies: Computer literacy; Communication skills (verbal and written); Planning and organizing skills; Concern for others; Creative thinking; Customer service orientation; Problem analysis; Self-management.
- DUTIES** : Key Performance Areas: Render administrative support duties to the NRSO; Facilitate the procurement of goods and services; Manage and control flow of documents; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S Kgafela Tel No: (012) 315 1042
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-26-CA@justice.gov.za.
- POST 32/41** : **LEGAL ADMINISTRATION OFFICER: LIABILITY AND LITIGATION: MR1-MR5 REF NO: 24/09/LD (X3 POSTS)**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An LLB Degree; Knowledge of South African legal system, legal practices and related sphere with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Attorney Act, Prescription Act, State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Communication skills (written and verbal); Interpersonal relations; Innovative and analytical thinking.
- DUTIES** : Key Performance Areas: Determine the liability on loss or damage of Departmental policy; Handle all litigation on behalf of and against the Department; Draft legal opinions on Departmental matters; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M. Mokoena Tel No: (012) 774 2026
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-09-LD@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 32/42** : **LEGAL ADMINISTRATION OFFICER (MR1- MR4): VICTIM SUPPORT AND SEXUAL OFFENCES REF NO: 24/23/CA**
- SALARY** : R239 673 – R420 924 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria

- REQUIREMENTS** : An LLB Degree; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, Institution of Legal Proceedings Against Certain Organ of State Act, Prescription Act, State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Implement national policy framework and regulations on sexual offences; Conduct research on sexual offences, collate and analyse information and report on findings; Implement initiatives and programmes on sexual offences; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S. Kgafela Tel No: (012) 315 1042
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-23-CA@justice.gov.za.
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/43** : **LEGAL ADMINISTRATION OFFICER (MR1-MR5): DISTRICT COURT MANAGEMENT AND SYSTEMS REF NO: 24/21/CA**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Department of Justice and Constitutional Development Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Implement National Policy Framework and regulations on District Court; Management and Systems; Conduct research on district court management and systems, collate and analyse information and report on findings; Implement initiatives and programmes on District Court Management and Systems; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Kgafela Tel No: (012) 315 1042
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-21-CA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/44** : **LEGAL ADMINISTRATION OFFICER (MR1-MR5): REGIONAL COURT MANAGEMENT AND SYSTEMS REF NO: 24/22/CA**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Department of Justice and Constitutional Development Financial Instructions and State Liability Act. Skills And Competencies: Legal research

- and drafting; Dispute resolution. Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Implement National Policy Framework and regulations on Regional Court; Management and Systems; Conduct research on district court management and systems, collate and analyse information and report on findings; Implement initiatives and programmes on Regional Court Management and Systems; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr M Mokoena Tel No: (012) 744 2026
- : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-22-CA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/45** : **REGISTRAR (MR1 - MR5) REF NO: 24/09/FS**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Bloemfontein
- : An LLB Degree or four (4) year recognized legal qualification; A valid drivers' license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numerical skills; planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Service to the Judiciary; Process and issue judgements by default; Issue court orders, procedures and practices and costs periodically; Manage court information relating to civil and criminal section and all case records; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Provide guidance regarding annotation of relevant publications, codes, acts and rules; Co-ordinate written and respond to correspondence; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili at 073 775 0709
- : Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-09-FS@justice.gov.za
- POST 32/46** : **MAINTENANCE OFFICER (MR1-MR5) (X4 POSTS)**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Kroonstad Ref No: 24/08/FS
Magistrate Court: Pietermaritzburg Ref No: 24/03/KZN
Magistrate Court: Ubombo Ref No: 24/04/KZN
Magistrate Court: Praktiseer Ref No: 01/24/LMP
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy Skills; Interpersonal relations; problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics.
- ENQUIRIES** : Free State: Ms NM Dywili at 073 775 0709
Kwazulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000
Limpopo: Ms MF Mathosa Tel No: (015) 287 2035

<u>APPLICATIONS</u>	:	<p>Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 OR email to DOJ24-08-FS@justice.gov.za</p> <p>KwaZulu-Natal: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-03-KZN@justice.gov.za and/or email to DOJ24-04-KZN@justice.gov.za</p> <p>Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-01-LIM@justice.gov.za</p>
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 32/47</u>	:	<u>ASSISTANT MASTER (MR3 – MR5) (X4 POSTS)</u>
<u>SALARY</u>	:	R307 659 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court: Bloemfontein Ref No: 24/07/FS Master of The High Court, Durban Ref No: 24/02/KZN Master of The High Court, Thohoyandou Ref No: 02/24/LMP Master of The High Court, Johannesburg Ref No: 24/05/GP
<u>REQUIREMENTS</u>	:	An LLB Degree or four (4) year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
<u>DUTIES</u>	:	Key Performance Area: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
<u>ENQUIRIES</u>	:	Free State: Ms NM Dywili at 073 775 0709 Kwazulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000 Limpopo: Mr TP Maakamedi Tel No (015) 287 2025 Gauteng: Ms RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	<p>Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-07-FS@justice.gov.za</p> <p>KwaZulu-Natal: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-02-KZN@justice.gov.za</p> <p>Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699. or email to DOJ24-02-LMP@justice.gov.za</p> <p>Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, 94 Pritchard Street, Johannesburg or email to DOJ24-05-GP@justice.gov.za</p>
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 32/48</u>	:	<u>LEGAL SECRETARY (X2 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney Office, Bloemfontein Ref No: 24/14/FS State Attorney: Kimberley Ref No: 50/24/NC/SA-KIM

<u>REQUIREMENTS</u>	:	Grade 12 (with Secretarial / Office Management Certificate or any other training/qualification that will enable the person to perform the work satisfactorily); Knowledge of procedure and processes applied in Office Management; Skills and Competencies: Computer literacy; Good communication skills (verbal and written); Customer care and interpersonal relations; Organizational skills and ability to work under pressure; Understanding of confidentiality and Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide secretarial and administrative support to the State Attorney; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Facilitate the procurement of goods and services.
<u>ENQUIRIES</u>	:	Free State: Ms NM Dywili at 073 775 0709 Northern Cape: Ms N Khanzi Tel No: (053) 807 7800
<u>APPLICATIONS</u>	:	Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger r Street, Bloemfontein, 9301 or email to DOJ24-14-FS@justice.gov.za Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or Physical address: New Public Building (Magistrate's Court), c/o Knight and Stead Street, 7th Floor, Kimberley, 8301. E-mail or faxed applications will not be considered or email to DOJ24-50-NC@justice.gov.za
<u>POST 32/49</u>	:	<u>ADMINISTRATION CLERK REF NO: 24/12/KZN (X3 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Harding Ref No: 24/10/KZN Magistrate Court, Nqutu Ref No: 24/11/KZN Magistrate Court, Bergville Ref No: 24/12/KZN
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office and Excel); Numeric skills; Analytical, efficient and resourceful; Accuracy and attention to detail; Able to work under pressure and independently; Good communication skills (verbal and written); Good interpersonal relations and ability to work in a team; Customer service orientated; Ability to work with the public and all stakeholders in a professional manner; Problem solving skills and be flexible to do any other work if required.
<u>DUTIES</u>	:	Key Performance Areas: Provide administrative support in general court and case flow management within the cluster: Perform digital recording of court proceedings and ensure integrity of such records; Operate and provide support to court systems, e.g. e-scheduler/Integrated Case Management systems (ICMS), Video Remands, document scanning, data capturing, etc. Maintain Criminal record books. Register and implement Court Orders on JDAS; Issuing of warrants: Detention, Removal, Committal, Liberation, Warrant of arrest; Register and Process Reviews and Appeals; Handling and processing of all administrative matters associated with the relevant functioning to members of the public and legal fraternity.
<u>ENQUIRIES</u>	:	Mr J.N. Mdaka Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-10-KZN@justice.gov.za ; or DOJ24-11-KZN@justice.gov.za ; or DOJ24-12-KZN@justice.gov.za .
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Candidates must submit applications to applications3@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – CM"
- CLOSING DATE** : 20 September 2024 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of African males, Coloured males or females, Indian females and White males will receive preference (as per the DSBD EE Plan).

MANAGEMENT ECHELON**POST 32/50****DIRECTOR: COMMUNICATION MANAGEMENT REF NO: D - CM**

- SALARY** : R1 216 824 per annum (Level 13), total remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Journalism/Communications. Possess a minimum of 5 years of experience at a middle / senior managerial level within a Communications or related environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Creativity and Writing and Communication and Networking. The successful candidate must further demonstrate excellent writing skills, including experience in writing press releases, annual reports, technical articles, advertisements and speeches; have knowledge of publishing programmes; be familiar with local and national media; have previous experience with web management and social media trends; be able to participate in a 24-hour, on-call response service, particularly in emergencies or special circumstances.
- DUTIES** : Provide strategic direction, management and control of the Communication Management Directorate. Be responsible for oversight, building and promoting the brand and programmes of the Department both to internal and external audiences. Drive key elements of the communications approach such as media planning, brand positioning, campaigns and events planning and management. Oversee relationships with key stakeholders across all spheres of government, locally and internationally, media organisations and general public on issues relating to the Department of Small Business Development. Drive the design, development and management of communication platforms and content provision across social media platforms, digital media, publications and photojournalism services for the department. Monitor and evaluate communication strategies and campaigns, prepare reports with analysis and recommendations, and stay updated on industry trends and best practices. Manage the financial, human and physical resources of the Directorate.
- ENQUIRIES** : for all advertised posts should be directed to the recruitment office Tel No: (012) 394 5286/1440/ Mr Maanda Ndou at 072 242 6245

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

<u>POST 32/51</u>	:	<u>PERSONAL ASSISTANT REF NO: DNC03/09/2024 (X1 POST)</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Office of Deputy National Commissioner: Crime Detection (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific core functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma NQF level 6 or higher in the field of post will be an added advantage; Relevant courses in the field of the post. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Keeping the diary accurately and coordinate meetings; Remind the Deputy National Commissioner on meeting schedules; Arrange and book venues for the meetings in accordance with the number of people expected to attend; Arrange refreshments for the people attending the meetings. Handle routine correspondence; Render general reception service; Type documents, reports, letters, memoranda etc; Effective administration of brought forward system; Make travel and accommodation arrangements; Organize passport and related documentation for overseas trips. External advertisement of posts for appointment purposes in terms of the Public Service Act, 1994 (Act No 103 of 1994): 2023/2024 Financial Year
<u>ENQUIRIES</u>	:	Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane Tel No: (012) 397 7240/46/56
<u>APPLICATIONS</u>	:	Applications may be hand-delivered, as follows: 421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, Pretoria. (Application must be deposited into the box available at the reception area). Forwarded by post to be addressed as follows, for attention The Section Head: Corporate Support, (Attention: Lt Col JL Shandu / Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001. Email addresses: MatlopelaSelelo@saps.gov.za , TshabalalaBeauty@saps.gov.a , MashiloaneK@saps.gov.za
<u>NOTE</u>	:	Only the official application form (available on the SAPS website and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking

a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference. Submit claims of accommodation and expenditure after trips. Manage human and physical resources attached to the office.

- CLOSING DATE** : 20 September 2024 at 15:30
- POST 32/52** : **ADMINISTRATION CLERK REF NO: DNC04/09/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
- CENTRE** : Office of Deputy National Commissioner: Crime Detection (Pretoria)
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Be fluent in at least two official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;. Degree / Diploma in the field of the post will be an added advantage. Relevant courses in the field of the post will serve as an advantage. Be willing to work under pressure and extended hours.
- DUTIES** : Render administrative support functions; Administer logistical matters; Maintain leave records registers and files; Answer and screen all incoming calls to the office of the Deputy National Commissioner: Crime Detection; Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the Office of the Deputy National Commissioner: Crime Detection; Liaise with other components and section on matters relating to the office of the Deputy National Commissioner: Crime Detection; Maintain good record keeping, filing and brought forward system; Operate standard equipments (fax, photocopy machine, telephone, computer etc.).
- ENQUIRIES** : Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane Tel No: (012) 397 7240/46/56
- APPLICATIONS** : Applications may be hand-delivered, as follows: 421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, Pretoria. (Application must be deposited into the box available at the reception area). Applications forwarded by post to be addressed as follows, for attention The Section Head: Corporate Support, (Attention: Lt Col JL Shandu / Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001. Email addresses: MatlopelaSelelo@saps.gov.za, TshabalalaBeauty@saps.gov.a, MashiloaneK@saps.gov.za
- NOTE** : Only the official application form (available on the SAPS website and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from

the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

- CLOSING DATE** : 20 September 2024 at 15:30
- POST 32/53** : **SECURITY OFFICER REF NO: AS/08/2024 (X43 POSTS)**
Component: Auxiliary Services
Section: Security Services
- SALARY** : R155 148 per annum (Level 03)
CENTRE : SAPS Head Office (Pretoria)
REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Mrs KA Sebetlele Tel No: (012) 393 1434
Mr MJ Mmako Tel No: (012) 393 1789
- APPLICATIONS** : Applications may be hand-delivered, as follows: SAPS Head Office, 231 Pretorius Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Commander: Security Services, South African Police Service, Private Bag X94, Pretoria, 0001. Email to NtoaneK@saps.gov.za Or MmakoMJ3@saps.gov.za MashiloaneK@saps.gov.za
- FOR ATTENTION NOTE** : Mrs Kagiso Sebetlele or Mr MJ Mmako
: Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application

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

- CLOSING DATE** : 20 September 2024
- POST 32/54** : **MESSANGER REF NO: DNC05/09/2024 (X1 POST)**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : Office of Deputy National Commissioner: Crime Detection (Pretoria)
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; A Grade 10 qualification as well as a valid light vehicle driver's license will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; Willing to work extended hours when necessary; Be proficient in at least two official languages, of which one must be English; Must be a SA citizen Must have no previous criminal convictions or criminal cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Provide messenger and posting services to the Office of the Deputy National Commissioner: Crime Detection; Keep proper register/records of documentation received and delivered on a daily basis; Make photocopies of documents collected and delivered; Maintain the administration of human, financial and logistical resources allocated to the posts.
- ENQUIRIES** : Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane Tel No: (012) 397 7240/46/56
- APPLICATIONS** : Applications may be hand-delivered, as follows: 421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, Pretoria. (Application must be deposited into the box available at the reception area). Applications forwarded by post to be addressed as follows, for attention The Section Head: Corporate Support, (Attention: Lt Col JL Shandu / Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001. Email addresses: MatlopelaSelelo@saps.gov.za, TshabalalaBeauty@saps.gov.a, MashiloaneK@saps.gov.za
- NOTE** : Only the official application form (available on the SAPS website and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and

reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

- CLOSING DATE** : 20 September 2024 at 15:30
- POST 32/55** : **CLEANER REF NO: DNC06/09/2024 (X1 POST)**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : Office of Deputy National Commissioner: Crime Detection (Pretoria)
- REQUIREMENTS** : A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
- DUTIES** : Maintaining of high level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, removing refuse bags; Mopping of all tiled floors; Cleaning bathrooms, kitchenware and utensils; Safekeeping and handling of a variety of cleaning materials.
- ENQUIRIES** : Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane Tel No: (012) 397 7240/46/56
- APPLICATIONS** : Applications may be hand-delivered, as follows: 421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, Pretoria. (Application must be deposited into the box available at the reception area). Applications forwarded by post to be addressed as follows, for attention The Section Head: Corporate Support, (Attention: Lt Col JL Shandu / Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001. Email addresses: MatlopelaSelelo@saps.gov.za, TshabalalaBeauty@saps.gov.za, MashiloaneK@saps.gov.za
- NOTE** : Only the official application form (available on the SAPS website and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police

Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed/submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him/her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/appointment will promote representivity will therefore receive preference.

CLOSING DATE

: 20 September 2024 at 15:30

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email to recruitment@tourism.gov.za
- CLOSING DATE** : 20 September 2024 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job as well as an integrity assessment. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

OTHER POST

- POST 32/56** : **DEPUTY DIRECTOR: BUSINESS SOLUTIONS REF NO: DT18/2024**
- SALARY** : R849 702 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE REQUIREMENTS** : Pretoria
: A SAQA recognised Bachelor Degree/ National Diploma in Information Communication Technology/Informatics or equivalent qualification in ICT. A minimum of five (5) years' working experience in ICT Business Solutions/Business Analysis of which 3 must be at supervisory level. Knowledge of ICT related policies and procedures. Understanding of ICT frameworks and Minimum Information Security Standards. Knowledge of Enterprise Architecture. Knowledge of Business and Systems Analysis. Leadership, management and coordination skills. Knowledge of financial and human resource management. Project management skills. Knowledge of ICT Governance. A of valid driver's license.
- DUTIES** : The successful candidate will be responsible for ensuring the continuous implementation and improvement of the Corporate Governance of Information Communication Technology Policy Framework, managing ICT related audits; identifying possible information systems requirements for the department; conducting gap analysis for the department; analyse and design systems based on user requirements and performing business process modelling; developing Business Cases and User Requirements Specifications (URS) documents; identifying additional workflows for the Electronic Document Management System (EDMS) solution and overseeing implementation; managing the digitalisation of manual process; managing EDMS and Oracle related SLA(s) and supporting staff to ensure compliance; managing the defining the current and future state of Enterprise Architecture in the department; establishing, maintaining, reviewing and ensuring implementation of a ten tier Enterprise Architecture solution; aligning departmental Enterprise Architecture with the approved Government Wide Enterprise Architecture (GWEA) Framework; managing, implementing and reviewing relevant IT

ENQUIRIES
NOTE

- policies, procedures and standards in line with legislation and business requirements; perform secretariat duties in ICT related committees.
- : Ms S Radebe Tel No: (012) 444 6208
 - : EE Requirements: Coloured males, White males, People with Disabilities and youth are encouraged to apply.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 20 September 2024

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

MANAGEMENT ECHELON

POST 32/57 : **DIRECTOR: PROTO CMA REF NO: 200924/01**
Branch: Provincial Operations Eastern Cape: Umzimvubu-Tsitsikamma
Dir: Catchment Management Agency

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

CENTRE : East London

REQUIREMENTS : A Bachelor of Science degree or Business Management at NQF 7. A Post Graduate qualification in Water Resource Management will be an added advantage. Five (5) to ten (10) years relevant experience in Water Resource Management Environment of which five (5) years must be at Middle / Senior Management level. The disclosure of a valid unexpired driver's license. Knowledge and experience of the water sector and water related legislation and policies preferably in Integrated Water Resource Management. Knowledge and experience of business and management principles. Knowledge of Public Service Act and Regulations. Knowledge and experience of strategic planning, resource allocation and Human Resources. Problem solving and analysis. Appropriate experience in the establishment and management of Water Management Institutions. Ability to develop policies and strategies in terms of key performance areas for the Region. Good understanding of Integrated Water Resource Management and water use 185

- efficiency. Proven managerial and leadership abilities. Ability to interact at a high level both nationally and internationally. Excellent communication (verbal and written) skills. Good management and financial management skills. Good negotiation, problem solving, interpersonal and decision-making skills. Knowledge of project and programme management.
- DUTIES** : Development and implement a performance improvement suggestion scheme. Advise top management and legislature as well as relevant sector bodies on policies and strategies relevant to the Directorate. Assist in the development of Business Plan for institutions. Investigate illegal use and make recommendations for license applications. Monitor Compliance and Enforcement of license conditions. Manage river control systems. Manage Water Use Licence Applications (WULA). Provide technical information and support services to Waste Management and Sanitation Improvement (WMI). Coordinate and manage the information Monitoring and Evaluation system. Monitor environmental flows, eco-systems, and habitat integrity. Manage water conversation campaigns. Manage Water Resources Management functions. Lead, direct and manage internal processes in the establishment and transition to a functional CMA in an effective and efficient manner working with the relevant delegated authorities. Ensure water quality objectives are maintained. Coordinate the establishment and administration of integrated catchment forums. Plan the execution of resource water quantities for short and medium term. Coordinate Proto-Meetings and forums. Effectively manage relationship to achieve Directorate's goals. Oversee risk management and mitigation plans. Perform monitoring and evaluation dashboard.
- ENQUIRIES APPLICATIONS** : Ms P Makhanya Tel No: (043) 604 5406/083 782 9916
: Eastern Cape(East London): For purposes of response handling, please email your cv to: Recruit32HO@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
: The successful candidate will be transferred to Umzimvubu Tsitsikamma Catchment Management Agency

OTHER POSTS

- POST 32/58** : **CHIEF ENGINEER GRADE A REF NO: 200924/02**
Branch: Water Resource Management
Dir: National Hydrological Services
Sd: National Hydrological Monitoring Networks Man
- SALARY CENTRE REQUIREMENTS** : R1 200 426 – R1 371 489 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: An Engineering degree (B Eng / BSc (Eng) in Civil Engineering. Six (6) years post qualification experience in the Water Engineering field. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Must have experience in hydrological engineering and design of water related infrastructure. Must have personnel management experience. Pertinent knowledge and experience within the field of hydrology and hydraulics Knowledge of programme and project management. Experience in water use licence and waste facilities designs assessments. Good working knowledge of National Environment Management Act (NEMA), National Water Act (NWA), Water Resources Infrastructure Development, ECSA Board notice, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA). Knowledge of Engineering Built environment, legal and operational compliance. Risk management; technical report writing; Research and development skills. Engineering and professional judgement. Communication skills both verbal and written. Computer skills; people management skills; planning and organizing. Conflict management; negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, creativity, financial management and customer focus and responsiveness.
- DUTIES** : Lead the technical team responsible to implement the optimisation of the national water resources monitoring network strategy across the country. Manage the monitoring network at National while supporting the regional hydrometry components in their management. Ensure the establishment, development and maintenance of the flow gauging and monitoring network,

direct and indirect hydraulic calibration of flow gauging sites and flood frequency analyses. Review, Accept and Approve all gauging weirs designs and engineering drawings for flow monitoring purposes, to sign it off as the professional engineer. Manage finances for the Monitoring network construction projects. Audit all engineering reports and drawings in section. Provide professional and technical advice and engineering support services to other directorates and external organisations. Manage the operations of the Vaal- and Bloemhof dams, in the Orange-Vaal system, during extreme flood events. Liaise with the hydrometry components in the DWS regions on all relevant communal issues. Mentor and train Engineers, Scientists (Hydrologists) and Civil Technologist & Technicians.

**ENQUIRIES
APPLICATIONS**

: Mr Zachariah Maswuma Tel No: (012) 336 8784
 : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit32HO@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 32/59

: **CHIEF ENGINEER GRADE A REF NO: 200924/03**
 Branch: Infrastructure Management Head Office
 Sd: Open Channel Systems

**SALARY
CENTRE
REQUIREMENTS**

: R1 200 426 – R1 371 489 per annum, (all-inclusive OSD salary package)
 : Pretoria Head Office
 : An Engineering degree (B Eng / BSc (Eng) in Civil Engineering. Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Knowledge and understanding of government legislations relevant to the sector. Knowledge and understanding of government procurement for the infrastructure projects. Program and project management skills. Knowledge of engineering, legal and operational compliance. Engineering design and analysis. Knowledge and skills in maintenance. Knowledge of engineering code of conduct; risk management; technical report writing, knowledge of financial management. Research and development skills. Computer-aided engineering applications. Creation of high-performance culture. Technical consulting. Engineering and professional judgement. Communication skills both verbal and written. Computer skills, people management skills, planning and organizing, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making; team leadership, creativity, financial management, customer focus and responsiveness. Extensive engineering hydraulics experience required. Knowledge in using software such as AutoCAD Civil 3D, HEC-RAS, Storm Water Management Model (SWMM), Rockscience Slide and ArcGIS software will be beneficial. Knowledge and experience in physical hydraulic modelling will also be advantageous.

DUTIES

: Render technical advice and support to WSA's as project managers. Ability to monitor the development and assessment of technical reports, feasibility studies of all infrastructure projects implemented by the department. Approval / acceptance of all technical designs for projects implementation under the department. Provide technical and professional advice on the development needs and conceptualize possible solutions to meet water demands. Carry out monitoring of feasibility studies. Monitor refurbishment projects of bulk water infrastructures. Manage administrative, financial and personnel related matters. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of water sector support. Engineering principles are to be applied to ensure water service infrastructure development and maintenance program and project management, legal and operational compliance. Assist in developing annual business plans and budget for the directorate. Revise plans quarterly. Provide verbal and written reports to manager. Manage professional service providers (PSP's) contracts. Oversee and manage all work conducted by PSP's. Delegate work to PSP's. Oversee and monitor all PSP contracts.

ENQUIRIES APPLICATIONS : Mr E Koadibane Tel No: (012) 336 7694
Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit32HO@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 32/60 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 200924/04**
Branch: Director-General Dir: Risk Management

SALARY CENTRE REQUIREMENTS : 849 702 per annum (Level 11), (all-inclusive salary package)
: Pretoria Head Office
: A Degree in Auditing / Finance / Economics / Risk Management at NQF 7 or relevant qualification. Three (3) to (5) five years' experience in Enterprise Risk Management at Supervisory (ASD) Level. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to write professional reports, strong management and internal/external networking skills. Knowledge and understanding of departmental policies and procedures, government financial systems and risk management in the public sector. Knowledge of implementing policies. Organisational skills, problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Committed to high level of quality control.

DUTIES : Develop risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework. Facilitate the institutionalisation risk management. Manage the Sub Directorate: Risk Management. Implement the developed risk management framework to the department. Reporting on risk information. Monitor and report on the accuracy and timeous risk management information. Promote and institutionalize risk awareness culture and compliance in the department.

ENQUIRIES APPLICATIONS : Ms. R Tema Tel No: (012) 336 8759
Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit32HO@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 32/61 : **SCIENTIST PRODUCTION (A-C) REF NO: 200924/05**
Branch: Water Resources Management
Dir: National Hydrological Services
Sd: Geohydrological Monitoring and Assessment

SALARY CENTRE REQUIREMENTS : R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
: Pretoria Head Office
: A Science Degree (BSc) (Hon) or related qualification in the field of Hydrogeology / Geohydrology or related field. Three (3) years post qualification Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired drivers license. Experience and knowledge of groundwater resource monitoring, assessment and turning groundwater data into information. Basic knowledge of groundwater related analysis tools such as GIS and related models. Ability to conduct research, interpret data and communicate findings verbally or in writing.

DUTIES : Develop and implement methodologies, policies, systems and procedures for Geohydrological information products. To perform scientific analysis and regulatory functions on the process of geohydrological data and information Management (including acquisition, capturing, auditing and dissemination in support of the National Groundwater Information Systems (NGIS)). Develop and customize scientific models and techniques, apply appropriate scientific models to generate geohydrological information and knowledge. Mentor, train

and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Gather and interpret data, evaluate results and disseminate geohydrological information to various stakeholders. Communicate geohydrological information to various internal and external stakeholders as part of annual Groundwater status report. Manage the performance and development of staff. Contribute to global water agenda (Sustainable Development Goals No. 6) and related international projects.

ENQUIRIES : Dr Lindelani Lalumbe at 060 471 9979
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit32HO@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 32/62 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 200924/06**
Branch: Infrastructure Management Head Office
Cd: Water Resources Infrastructure Operations and Maintenance
Sd: Operational Functional Support

SALARY : R580 551 per annum, (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : A four (4) year Degree in Natural / Environmental Sciences or equivalent qualification. Six (6) years post-qualification experience in the Water Sector in the following fields Water Resource Management, Environmental Science, Compliance Monitoring or Environmental Engineering. The disclosure of a valid unexpired driver's license. Computer Literacy. Knowledge of the National Water Act (Act 36 of 1998), the Water Services Act (Act 108 of 1997) and related policies, regulations, and guidelines. Understanding the Departments roles and policies in respect to water resource management. Knowledge in understanding of the National Environmental Management Act (Act 107 of 1998), integrated environmental management and integrated environmental management tools. Knowledge in water and wastewater quality management and the implementation of resource management plans for state dams. Understanding of environmental legislation (NWA, NEMA, CARA, MPRD) together with related policies, regulations, principles, guidelines, tools, and procedures, policy development, implementation, and monitoring. Knowledge of Safety at Sport and Recreational Events Act (Act 02 of 2010). The ability to write and review technical and scientific reports and provide comments. The ability to work independently and in a team. Stakeholder engagement skills. Ability to work with Professional Service Providers and planning partners in the water sector. The willingness to travel extensively all over the country and work irregular hours.

DUTIES : Provide integrated environmental management support to the Operational Clusters and Strategic Infrastructure Asset Management regarding the maintenance, rehabilitation, and refurbishment of bulk water infrastructure. Develop and implement environmental monitoring plans/programs for infrastructure projects and ensure compliance throughout the lifecycle of the project. Assist the operational clusters in the development of water quality management programs and monitor the implementation of the programmes. Assist in developing policies and procedures to be implemented by the Integrated Environmental Management section at the Operational Clusters. Provide support to the operational clusters regarding the implementation of resource management plans on state dams and the access and use of state dams for recreational purposes. Monitor compliance with policies and regulations regarding the access and use of state dams for recreational purposes. Compile water quality reports at a national level for water treatment plans in the Operational clusters. Consolidate monthly and quarterly reports provided by the Integrated Environment Engineering section. Identify non-compliance on state land and engage the relevant authority. Provide support to the Operational clusters during stakeholder engagements.

ENQUIRIES : Ms BD Msibi Tel No: (012) 336 8020
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit32HO@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

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 32/63** : **MEDICAL SPECIALISTS - PAEDIATRIC SURGERY REF NO: 021519 (X2 POST)**
Directorate: Paediatrics Surgery
- SALARY** : Grade 1: R1 271 901 per annum, (all-inclusive package)
Grade 2: R1 451 214 per annum, (all-inclusive package)
Grade 3: R1 680 780 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Dr. George Mukhari Academic Hospital
: Appropriate postgraduate qualification that allows for registration with the HPCSA as Specialist Paediatric Surgeon. Current registration with the HPCSA as a Paediatric Surgeon. **Grade 1:** No experience is required after registration as a Medical Specialist (Paediatric Surgery), **Grade 2:** 5 years appropriate experience as a Medical Specialist in Paediatric Surgery after registration with HPCSA as a Paediatric Surgeon. **Grade 3:** 10 years appropriate experience as a Medical Specialist in Paediatric Surgery after registration with HPCSA as a Paediatric Surgeon. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service.
- DUTIES** : Oversee the provision of clinical paediatric surgical services at GMAH. Implement strategic and operational plans for the clinical services of the department. Work collaboratively with the Academic Head of the Division of Paediatric Surgery, University of the Witwatersrand. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimize wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave development of junior staff, disciplinary issues and employee wellness. Demonstrate service to the Faculty of Health Sciences and the School of Clinical Medicine. Be able to articulate a vision for the future of the Division of Paediatric Surgery at SMU. Outreach and community development of relevant aspects of Paediatric Surgery.
- ENQUIRIES APPLICATIONS** : Dr LS Adonis Tel No: (012) 529 3203
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. Correspondence will be entered with shortlisted candidates only.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. 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** : 20 September 2024
- POST 32/64** : **MEDICAL SPECIALIST (CARDIOTHORACIC SURGERY) REF NO: 021522 (X1 POST)**
Directorate: Cardiothoracic Surgery
- SALARY** : Grade 1: R1 271 901 per annum, (all-inclusive package)
Grade 2: R1 451 214 per annum, (all-inclusive package)
Grade 3: R1 680 780 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Dr. George Mukhari Academic Hospital
Grade 12 Certificate. Appropriate qualification in Health Science (MBCHB degree or equivalent) Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery. Appropriate academic qualification registerable with Health Professions Council of South Africa as a Specialist Cardiothoracic Surgeon. Current registration with the HPCSA as a Medical Specialist.
- DUTIES** : Participate in the delivery of a 24 – hour in-patient cardiothoracic surgery service. Undertake teaching of undergraduate medical students. Develop management protocols for the cardiothoracic surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to cardiothoracic surgery patients. Maintain the effective and efficient utilisation of human resource in respect of: overseeing and supervising cardiothoracic surgery staff in the execution of their duties. Training staff and promoting on going staff development in accordance with their individual and departmental development needs. Recruiting and selecting staff in accordance with government prescripts, assessing performance of cardiothoracic surgery staff. Allocating cardiothoracic surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Foster collaboration with other hospitals within and outside the district. Exercise costs control over the activities of the department in with the allocated budget. Participate in all academic and clinical meetings of the cardiothoracic surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.
- ENQUIRIES APPLICATIONS** : Dr R Chauke. Tel No: (012) 521 4232/4992
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. Correspondence will be entered with shortlisted candidates only.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. 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** : 20 September 2024
- POST 32/65** : **MEDICAL SPECIALIST (ORTHOPAEDICS) REF NO: 021518 (X2 POSTS)**
Directorate: Orthopaedics
- SALARY** : Grade 1: R1 271 901 per annum, (all-inclusive package)
Grade 2: R1 451 214 per annum, (all-inclusive package)
Grade 3: R1 680 780 per annum, (all-inclusive package)
- REQUIREMENTS** : MBChB, MMed Orthopaedics (Special interest on foot, ankle & Arthroplasty). Current registration with the HPCSA as a Medical Specialist in Orthopaedics. **Grade 1:** No experience required after registration with the HPCSA as Medical Specialist in Orthopaedics. **Grade 2:** A minimum of 5 (Five) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Orthopaedics and **Grade 3:** A minimum of Ten (10) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Orthopaedics.
- DUTIES** : Patient Care offer comprehensive medical care to Orthopaedic Department. Patients-General/Subspecialties/Outpatient and Inpatients. Deal with referrals and transfers from level 1, 2 and 3 facilities from the Hospital drainage Area. Daily ward rounds in the Orthopaedic wards, level 1 (problems) and daily inpatient and outpatient care. See consultations from other departments. Writing meticulous discharge summaries for all patients. Run Orthopaedic outpatient and sub-specialty clinics. Up-referral of properly worked-up, appropriate patients to sub-specialties. Down-referral of all stable patients to level 1 clinics. Teaching: Formal training of Junior Medical Officers, Registrars, students and allied health workers. Mentorship of Staff (Junior Orthopaedic Officers, Registrars, Nurses) in the Orthopaedic Wards and Clinics and from facilities that refer to DGMA Hospital. Outreaches to Level 2 and 3 Hospitals.
- ENQUIRIES** : Prof. S Golele Tel no: 012 521 4449/4049
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. Correspondence will be entered with shortlisted candidates only.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. 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** : 20 September 2024

- POST 32/66** : **ASSISTANT DIRECTOR: SPEECH THERAPIST AND AUDIOLOGIST REF NO: 021524 (X1 POST)**
Directorate: Speech and Audiology
- SALARY** : Grade 1: R605 550 per annum, (plus benefits)
Grade 2: R689 430 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Dr. George Mukhari Academic Hospital
A bachelor's degree in Speech Therapy & Audiology. Current registration with HPSCA as a Speech Therapist and Audiologist. A minimum 5-year appropriate experience in Speech Therapy & Audiology after registration with the health professions council of which 3 years must be appropriate experience in management. Effective communication skills, Counselling Skills, Planning Skills, organizing skills, People skills, critical thinking skills. and computer Literacy. Health Care experience will be an added advantage. Skills and Competencies: knowledge and understanding of PFMA, Knowledge of the departments constitutional mandate. Statistical analysis skills.
- DUTIES** : Contributing to the rehabilitation services strategic development processes with specific focus on strengthening and development of the speech therapy and audiology. Facilitate the integration of speech therapy and audiology services within priority programmes. Develop/implement an operational plan for rehabilitation services inclusive of comprehensive and quality speech therapy and audiology programme. Improve independence of people with hearing and communication disabilities as per guideline/ policy. Craft, facilitate and monitor the implementation of various audiology guidelines (e.g. hearing aid fitting protocol, OAE, ABR, ASSR screening and diagnostic protocols), dysphagia, AAC and aural rehabilitation protocols, and SOP's in line with the national and provincial health system. Study, interpret, apply, and give information on legislation and policies in the identified work fields. Engage in continuous professional development and in service training. Liaise /attend meetings with other stake holders. Involved in Research and development in the hospital. Perform all administrative functions: complete daily and monthly statistics. Compile reports and provide comprehensive record keeping. Maintain physical and or electronic records. Coordination and facilitation of activities of the quality assurance programme (including finance, asset, and risk management). To engage in mentoring and audits. To apply the latest relevant acts and/or legislature. To plan the budget in line with estimated client requirements and ensure that production capacity, consumable and non-consumable goods, equipment, and staff are available to achieve agreed output and foreseeable additional demands. To maintain and implement a human resource plan, including recruitment, selection, and appointment. To ensure effective staff utilization. To build effective teams, develop motivation and commitment, and maintain sound labour relations and morale to maximize involvement while minimizing conflict. Improve quality, create continuous improvement of NCS and Ideal Hospital. To participate in and facilitate continuous professional development (CPD) as required by HPCSA.
- ENQUIRIES APPLICATIONS** : Mr A Nkuna. Tel No: (012) 529 3424
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. Correspondence will be entered with shortlisted candidates only.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted

candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. 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** : 20 September 2024
- POST 32/67** : **CLINICAL NURSE PRACTITIONER REF NO: WRHD/01/09/2024 (X7 POSTS)**
Directorate: West Rand Health District – Nursing
- SALARY** : Grade 1: R451 533 – R530 376 per annum, (plus benefits)
Grade 2: R553 545 - R686 211 per annum, (plus benefits)
Salary will be determined in line with OSD policy
- CENTRE** : Merafong Sub-District
- REQUIREMENTS** : Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification, with a duration of at least one year in primary Health care accredited with SANC. Only shortlisted candidates will be requested to submit proof of current SANC receipt. A minimum of four (4) year’s appropriate/ recognizable experience in nursing as a Professional Nurse General. Demonstrate an understanding of nursing legislation and related frameworks.
- DUTIES** : Perform a clinical nursing practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work effectively, co-operatively with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements, and expectations.
- ENQUIRIES** : Ms Cele NB/ Khosa N at 081 788 9907 (Monday to Friday: from 08h00 to 16h00).
- APPLICATIONS** : must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740.or email to recruitment.westrand@gauteng.gov.za. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

		Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	27 September 2024
<u>POST 32/68</u>	:	<u>PROFESSIONAL NURSES SPECIALTY: CRITICAL CARE, THEATRE, TRAUMA, ONCOLOGY, ADVANCED MIDWIFERY AND NEONATAL NURSING, CHILD NURSING, NEPHROLOGY AND ORTHOPAEDICS REF NO: SBAH 01/2024 (X12 POSTS)</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R451 533 per annum, plus benefits Steve Biko Academic Hospital PN-B1: Grade 12. Basic qualification accredited with the South African Nursing Council [SANC] in terms of Government Notice 425. i.e. diploma/degree in Nursing as a Professional Nurse or equivalent qualification that allows registration, with the SANC as a Professional Nurse. A post basic qualification with the duration of at least 1 year accredited with the SANC in terms of Government notice no R212 in specialty. A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse after registration with the SANC in general Nursing. SANC annual practicing certificate. Verifiable experience in the specialty. Strong leadership, effective communication and sound interpersonal skills are necessary. PN-B2: Basic qualification accredited with the SANC 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. A post-basic nursing qualification, with the duration of at least one year accredited with the SANC in terms of Government notice no R212 in the relevant specialty. A minimum of 14 years appropriate/recognizable experience in Nursing after registration with the SANC as a Professional Nurse in general nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Service certificates compulsory. SANC annual practicing certificate.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework, Effective utilization of human, material, and services resources. Participation in training and research. Provision of support to Nursing services, Maintain professional growth/ethical standards and development of self and subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. A Mowayo Tel No: (012) 354 1300 Applications should be submitted strictly online at the following E-Recruitment portal: http://professionaljobcenter.gpg.gov.za . No hand-delivered, faxed applications will be accepted. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
<u>NOTE</u>	:	Application should be accompanied by a fully completed and signed new Z83 application form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents plus a recently updated comprehensive Curriculum Vitae (CV). Applications without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Medical Surveillance will be conducted on the recommended candidates. It is Department's intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	20 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 may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email address: kznjobssouth@kzndard.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
- CLOSING DATE** : 20 September 2024
- NOTE** : Applicants are encouraged to apply for posts through the online e-Recruitment system at 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 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 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. 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. 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.

OTHER POST

- POST 32/69** : **SCIENTIFIC MANAGER GRADE A: GRASS AND FORAGE RESEARCH SERVICES REF NO: SSC05/2024**
- SALARY** : R1 042 170 per annum, (all-inclusive salary OSD package)
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : A four-year Agricultural Science degree and an M.Sc in Agriculture (Grass & Forage / Pasture Sciences), registration with SACNASP as a Professional Natural Scientist 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.
- DUTIES** : 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.
- ENQUIRIES** : Mr M Magawana Tel No: (033) 3559258

DEPARTMENT OF HEALTH

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

OTHER POSTS

- POST 32/70** : **MEDICAL SPECIALIST: INFECTIOUS DISEASES: GRADE 1/2/3 REF NO: HRM 26/2024 (X1 POST)**

This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying

- SALARY** : Grade 1: R1 271 901 – R1 348 635 per annum, (all-inclusive package)
Grade 2: R1 451 214 – R1 538 9670 per annum, (all-inclusive package)
Grade 3: R1 680 780 – R2 097 327 per annum, (all-inclusive package)

- CENTRE REQUIREMENTS** : Victoria Mxenge Hospital
MBCHB or equivalent PLUS FCP (SA) or equivalent PLUS Registration certificate with the HPCSA as a Medical Specialist in PLUS Current registration with HPCSA as a Medical Specialist (2024) Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Sound management of General Internal Medicine, Excellent decision-making, problem-solving, leadership, and mentorship skills, Sound medical ethics, Good communication skills, Orientation towards service deliver, Ability to develop and maintain quality improvement programs and policy documents, Participation in clinical audits, peer review meetings, and mortality and morbidity meetings, Leadership in the departmental academic program, Ability to work as part of a multidisciplinary team.

- DUTIES** : Sound management of General Internal Medicine, Excellent decision-making, problem-solving, leadership, and mentorship skills, Sound medical ethics, Good communication skills, Orientation towards service delivery, Ability to develop and maintain quality improvement programs and policy documents, Participation in clinical audits, peer review meetings, and mortality and morbidity meetings, Leadership in the departmental academic program, Ability to work as part of a multidisciplinary tea Supervise daily ward rounds in the Department of Infectious Diseases at Victoria Mxenge Hospital, Supervise and screen consults referred to the Infectious Diseases, Supervise Infectious Diseases Specialist Clinic twice per week, The incumbent will report to the Head of the Department of Infectious Diseases and will be responsible for fulfilling the following requirements according to the policies of the Department i.e., Service, Teaching, Administration, and Research, To efficiently execute duties that support the aims and objectives of the Department of Infectious Diseases in providing specialist care for patients in the Department of Infectious Diseases, To supervise the training of registrars, medical officers, and undergraduate medical students in Infectious Diseases, To participate in and contribute to the research and outreach activities of the Department of Infectious Diseases, For co-ordination of grand round presentations and other meetings

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

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

- FOR ATTENTION NOTE** : Mrs. N.J Garib (HR Department)
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference

number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due to Financial Constraints, There Will Be No Payment OF S&T Claims.

- CLOSING DATE** : 20 September 2024
- POST 32/71** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – OPHTHALMOLOGY REF NO: GS 19/24**
Component: Surgery
- SALARY** : R1 976 070 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
- CENTRE** : Greys Hospital, PMB Metropolitan Hospitals Complex
- REQUIREMENTS** : Senior Certificate or equivalent MBCHB or Equivalent qualification Plus A specialist qualification in the appropriate Health Science, Plus Registration with the Health Professions Council of South Africa for independent practice as an Ophthalmologist with significant experience in the relevant discipline; At least five years post registration experience as a Specialist in Ophthalmology (Only shortlisted candidates will be required to submit proof of all documents) The Employment Equity Target For This Post Is: African Male, African Female. Recommendations: Experience in a tertiary environment, research experience and management training will be a recommendation. Knowledge, Skills, Attributes and Abilities Appropriate Specialist procedures and protocols within field of Ophthalmology Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services. Planning and developing an appropriate program for Ophthalmology advancement in the Metropolis and in the referring regional hospitals. Good communication, leadership, decision-making and clinical skill. Develop and foster co-operation with Medical School and UKZN. Competence in undergraduate, post graduate and subspecialty training. Computer literacy. It is envisaged that the successful candidate will be sharing administrative duties and responsibilities at Grey’s Hospital. This will facilitate optimum service provision at Grey’s hospital and the relevant drainage area.
- DUTIES** : Clinical Care Incumbent to provide ophthalmology services at Grey’s Hospital, in the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage area; Participate in the delivery of a 24-hour in-patient and out-patient ophthalmology care within the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage hospitals; Develop management protocols for the ophthalmology patients in accordance with the level of care of the Metropolis and referral hospitals; Provide appropriate ophthalmology care to patients in the Metropolis and tertiary drainage area; Maintain and monitor specialist, medical officer and registrar ophthalmology call system Accept responsibility for continuous professional development in ophthalmology (in reach and outreach program) in area 2 Develop and participate in outreach program for ophthalmology for area 2 Scholarship Provide support, supervision and mentorship to colleagues, postgraduate students and medical officers within ophthalmology Manage the fifth year undergraduate teaching program for ophthalmology including examinations Manage the postgraduate training for ophthalmology in Grey’s hospital including clinical training and MMed research support Participate in and support the UKZN academic program for the ophthalmology department Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development. Professionalism Incorporate the principles of proper discipline within ophthalmology, good communication within the department and other disciplines, interdisciplinary collaboration and proper ethics within

ophthalmology Governance Develop infrastructure and equipment procurement and maintenance plans for ophthalmology Develop plans for staff recruitment, retention, development and performance assessment for ophthalmology at grey's hospital Procure appropriate theatre equipment to meet tertiary needs Accept responsibility for development and fulfillment of departmental objectives. Provide appropriate CPD activities within the employing institution (Grey's Hospital) Institute Quality Assurance plans to maintain and improve ophthalmology standards in the Metropolis and in the referring hospitals. Foster collaboration with other hospitals within the tertiary drainage areas to improve level of care locally and to facilitate proper referral patterns. Administration and Management Implement personal time management Have a plan for management of all resources required for ophthalmology at Grey's hospital. This must include consumables required for surgical and outpatient procedures. Active management of outpatient clinic, ward and theatre for ophthalmology together with nursing collaboration must occur the ophthalmology department must have a vision, strategic and operational plan that is in line with Grey's hospital plan Projects Exercise cost-control on the professional activities of the Department to contain expenditures to the allocated budget. Develop data collection system for ophthalmology

**ENQUIRIES
APPLICATIONS**

: DR V Govindasamy Tel No: (033) 897 3379/81
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/ Khazimula.goba@kznhealth.gov.za.

**FOR ATTENTION
NOTE**

: Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.

CLOSING DATE

: 20 September 2024

POST 32/72

: **ASSISTANT MANAGER NURSING (MONITORING & EVALUATION) REF NO: OSI AMN 9/2024 (X1 POST)**

SALARY

: R656 96 – R771 309 per annum. Other Benefits: 13th Cheque / service bonus, Plus 8% Rural allowance, Homeowners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Osindisweni District Hospital
: Grade 12 certificate or equivalent. Diploma / Degree in General nursing with midwifery. Registration Certificates from South African Nursing Council as Professional Nurse with Midwifery. Current registration with South African Nursing Council as a General Nurse with Midwifery (SANC Receipt for 2024). A minimum of 8 years appropriate or recognizable experience in Nursing after registration as a Professional Nurse. Computer literacy (Ms Office: word, Outlook, PowerPoint and Excel) Current and previous experience endorsed and stamped by Human Resource (Employment History). Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted. Knowledge, Skills, Training and Competencies Required: Leadership, management, planning, organizing and co-ordination skills. Knowledge of Acts, prescripts, policies and procedures governing health care service delivery especially medical and surgical. Sound understanding of relevant legislation, Acts, policies, Procedures and delegation pertaining to Pharmacy including Essential Drug List (EDL) and standard Treatment Guidelines (STD) and District Health Systems. Knowledge of EPMDS, National Core Standards, IHRM & OHSC. Knowledge of HR and Financial policies and practices such as: Skills Development Act, Public Service Regulations, Labour Relations Act and PFMA. Good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, facilitation, counselling, teaching, mentorship and supervisory, analytic, change management skills. Information and data management skills.

DUTIES

: Develop processes to ensure user friendly and measurable performance indicators are timeously defined for the assessment of institutional performance against stated strategic/service transformation objectives as well as policy and programme interventions aimed at improving the health status of the population. Develop policies for the institution and monitor implementation. Monitor implementation of all the plans of the institution and ensure process reports are submitted timeously. Administer and facilitate the implementation of an integrated Monitoring and Evaluation Framework and System fully aligned to national, provincial, district and departmental performance reporting

requirements improvements plans. Ensure that there is provision of optimal, specialized nursing care with set standards and target within a professional/legal framework. Consult and collaborate with multi-disciplinary health teams, organisations and special interest groups. Participate in and represent the facility, District & Sub district at various forums. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Maintain the quality of data and information in documentary and electronic systems. Evaluate the content of minimum program data set and utilize it to compare interventions and outcomes. Analyse and interpret programme information to evaluate the quality and cost-effective health care delivery.

**ENQUIRIES
APPLICATIONS**

: Mr J.N. Shabane (Chief Executive Officer) Tel No: (032) 541 9201
 : To be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam, 4340 or E-mailed to Sicelo.Gumede@kznhealth.gov.za

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialed 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 appointment is 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

CLOSING DATE

: 20 September 2024

POST 32/73

: **OPERATIONAL MANAGER GRADE 1 (SPECIALTY STREAM) REF NO: FNH 04/2024 (X1 POST)**

SALARY

: R656 964 – R748 683 per annum. Other Benefits: 13th Cheque Medical Aid Optional, Housing Allowance (Employee must Meet prescribed requirements)

CENTRE

: Fort Napier Hospital

REQUIREMENTS

: Degree/Diploma in General Nursing plus post basic qualification in Psychiatry with a duration of at least one year accredited with SANC in terms of Government Notice No R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing of which 5 years must be appropriate /recognizable experience after obtaining post basic qualification in Psychiatry (Advance Psychiatric Nursing). Current (2024) S.A.N.C receipt. Recognizable supervisory experience Knowledge, Skills, Training & Competences Required: Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures; Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, infection control, medical waste and risk

- assessment and Mental Health Care Act and team building and supervisory skills. Knowledge of nursing prescripts, policies, procedures and protocols.
- DUTIES** : Ensures provision of optimal, holistic, specialized patient care in accordance with laws and regulations relevant to nursing and health care in the Unit. Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Maintain constructive working relationships with nursing, multidisciplinary team and other stakeholders in caring for the forensic mental health care users. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analysing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Participate in performance reviews for staff i.e. EPMDS Participate in health promotion & illness prevention initiatives within the institution.
- ENQUIRIES** : Mrs TN Ngcobo Tel No: (033) 260 4314
- APPLICATIONS** : Applications must be forwarded to: The Human Resource Manager, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3201 or Hand delivered to: 01 Devonshire Road, Napierville, Pietermaritzburg, 3201 or email to thokozile.ngema@kznhealth.gov.za
- FOR ATTENTION** : Ms. SP Ndlovu
- CLOSING DATE** : 20 September 2024
- POST 32/74** : **EMS SUB DISTRICT MANAGER (GRADE 2-4) REF NO: ILE 01/2024 (X1 POST)**
Component: EMS Ilembe
- SALARY** : Grade 2: R532 815 - R575 601 per annum
Grade 3: R591 741 - R636 192 per annum
Grade 4: R654 468 - R694 626 per annum
Benefit: 13th Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : EMS Ilembe District Office
- REQUIREMENTS** : **Grade 2** Grade12 or Equivalent qualification plus Emergency Care Technician Qualification, plus registration with HPCSA as an ECT, A minimum of 3 years' experience after registration as an ECT, plus current registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP). **Grade 3** Grade12 or Equivalent qualification Critical Care Assistant (CCA) or National Diploma in Emergency Medical Care, registration with HPCSA a Paramedic, plus minimum of 3 years' experience after registration as a Paramedic, Current registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP). **Grade 4** Grade12 or Equivalent qualification B Tech Degree in Emergency Medical Care, registration with HPCSA as an ECP, A minimum of 3 years' experience after registration as an ECP, plus proof of registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP). Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted) The Ideal candidate must possess the Knowledge of: Knowledge of Advanced Life support. Health related acts, General relevant Public Service legislations. Management. Management Principles. Emergency Medical Rescue Services Operating Procedures. Labour Relations Acts. EMS current trends. HPCSA Protocols. Presentation Skills, Leadership Strategic Planning, Good verbal and written skills. Financial Management. Problem Solving. Human Relations. Conflict Resolution. Computer literacy in MS Office package. Rules and regulations of Road Traffic ordinance, EMS Standards and procedures.
- DUTIES** : Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient

utilization of human Resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of Performance. Oversee clinical governance at EMS Sub District to ensure high standards of patient care establish community networks and report to the EMS District Manager. Monitor and evaluate the effective and efficient utilization of EMS vehicles allocated to the sub district to ensure that vehicles are used economically. Co-ordinate disaster management plan and practice. Liaise with supervisor on operational matters, Management of the support services infrastructure Operational decision making. Respond to cases as dispatched by the communication Centre. Accountable for the effective scene co-ordination and disaster management Ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Monitor overtime usage, Draft Procurement plan for Sub District, Develop and implement a fraud prevention plan, Budgeting, Control and Reporting of expenditure at sub district Level. Co-ordinate sub district equipment and stock, ensure that there is adequate stock and equipment at all times at the Bases, and Conduct stocktaking on a monthly basis.

**ENQUIRIES
APPLICATIONS**

: Mr B Keruparshad / Mr K.S Zulu Tel No: (032) 437 6400/ 6404/6408
 : All applications should be forwarded to: The EMS District Manager, ILembe EMS District Office, P.O Box 3432, KwaDukuza, 4450 or Hand delivered to: EMS Ilembe District (HR office) 10 Hibiscus Road, Kistas building, KwaDukuza 4450 or Siyabonga.ngobese@kznhealth.gov.za

NOTE

: Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. EMRSILE 01/2024. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. 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. 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). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.

CLOSING DATE

: 27 September 2024

POST 32/75

: **PROFESSIONAL NURSE SPECIALTY (TRAUMA & EMERGENCY) GRADE 1, 2 REF NO: OSI PN 10/2024 (X1 POST)**

SALARY

: Grade 1: R451 533 – R530 376 per annum
 Grade 2: R553 545 – R686 211 per annum
 Other Benefits: 13th Cheque/service bonus, Plus 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional).

**CENTRE
REQUIREMENTS**

: Osindisweni District Hospital
 : **Grade 1:** Grade 12 certificate or equivalent. Basic R425 Degree/ Diploma in General nursing with midwifery. Diploma in Medical and Surgical Nursing

Science (Emergency Nursing). Minimum of two (2) years appropriate/recognisable experience in trauma & emergency specialty after obtaining the 1 year post basic qualification. Current registration with SANC (2024 receipt) Current and previous experience endorsed and stamped by Human Resource (Employment History). Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted. **Grade 2:** Grade 12 certificate or equivalent. Basic R425 Degree/ Diploma in General nursing with midwifery. Diploma in Medical and Surgical Nursing Science (Emergency Nursing). A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General nursing of which 10 Years must be appropriate/recognizable experience after obtaining the one year post basic qualification in emergency nursing. Current and previous experience endorsed and stamped by Human Resource (Employment History). Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted. Knowledge, Skills, Training and Competencies Required: 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, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.

DUTIES

: Assist in planning/organizing and monitoring of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multidisciplinary team according to the identified need of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all level e.g. workbook, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meeting with nursing supervision and subordinates. Assist in allocation list day and night rosters and input for leave. Do readjustment as required on the shift to provide adequate nursing cover. Executive disciplinary code and grievance procedure executed up to certain level then referred to the nursing manager. Implement employer assistance plan. Assist in evaluation of staff on work performance according to staff management system. Assist in record keeping and providing statistical information on training and staff as requested agency staff. Monitoring financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget input regarding consumables and equipment budget for financial year. Exercise the control function to meet medical/legal obligation i.e. weekly budget, drug control, control of medication used. Assist in orientation and mentoring of all nursing staff and orientation to the other staff. Assist in planning coordination of training and promote learning opportunities for all nursing categories. Complete patient related data and partake in research.

ENQUIRIES

: Mrs L.C Mtshali (Deputy Manager Nursing) Tel No: (032) 541 9202

APPLICATIONS

: To be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam, 4340 or E-mailed to Sicelo.Gumede@kznhealth.gov.za

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialed 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 appointment is 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 20 September 2024
- POST 32/76** : **CLINICAL NURSE PRACTITIONER (GATEWAY) GRADE 1, 2 REF NO: OSI CNP 11/2024 (X1 POST)**
- SALARY** : Grade 1: R451 533 – R 530 376.per annum
Grade 2: R553 545 – R 686 211.per annum
Other Benefits: 13th Cheque / service bonus, Plus 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Osindisweni District Hospital
Grade 12 certificate or equivalent. Diploma / Degree in General nursing with midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. Computer literacy: MS Office. Valid driver's licence. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 2 years appropriate/recognizable experience in the specialty after obtaining one year post basic Qualification in Primary Health Care. Current registration with SANC (2024 receipt) Current and previous experience endorsed and stamped by Human Resource (Employment History). Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General nursing of which 10 Years must be appropriate/recognizable experience after obtaining the one year post qualification in Primary Health Care. Current and previous experience endorsed and stamped by Human Resource (Employment History). Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted. Knowledge, Skills, Training and Competencies Required: 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, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.
- DUTIES** : Work as Multidisciplinary team to ensure good nursing care by the Nursing team. Provision of optimal, holistic specialised nursing care with set standards and within a Professional/legal framework. Must be able to handle obstetric and paediatric emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provide a safe, therapeutic environment as laid down by the Nursing Act Participate in quality improvement programs and clinical audits. Maintain accurate and complete records according to legal requirement. Manage and supervise effective utilization of all resources e.g. Human, Financial and Material etc. Implementation and management of infection control and prevention protocols. Ensure the implementation of saving mothers, saving babies recommendation. Provision of support of Nursing Services. Maintain Professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of policies, practices and procedures. Ensure that a Healthy and Safety environment is maintained. Monitor and control the quality of patient

		care. Perform quality improvement audits and surveys. Provide advice on various aspects of quality care to the institution.
<u>ENQUIRIES</u>	:	Mrs L.C Mtshali (Deputy Manager Nursing) Tel No: (032) 541 9202
<u>APPLICATIONS</u>	:	to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam, 4340 or E-mailed to Sicelo.Gumede@kznhealth.gov.za
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialed 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 appointment is 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District 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.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/77</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1,2,3 REF NO: OSI RAD 12/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum Other Benefits: 13th Cheque / service bonus, Plus 12% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional).
<u>CENTRE</u>	:	Institution: Osindisweni District Hospital
<u>REQUIREMENTS</u>	:	Senior certificate / Grade 12 certificate or equivalent. Diploma / Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa as an independent practitioner. Current annual registration practice/card (/2024) with HPCSA. Current and previous experience endorsed and stamped by Human Resource (Employment History). Grade 1: No experience required after registration with the HPCSA Council in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom to perform community service, as required in South Africa. NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Grade 2: Minimum of (10) years appropriate recognizable experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of 11 Years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Grade 3: Minimum of 20 years recognizable experience after

registration as a Radiographer with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of 21 Years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview Knowledge, Skills, Training and Competencies Required: Sound knowledge of Diagnostic procedures and equipment. Sound knowledge of radiation control regulations, safety measures and policies. Sound knowledge of Diagnostic Radiography practice and ethos. Good communication, problem solving and interpersonal skills. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.

DUTIES

: To provide a high quality Diagnostic Radiography services observing safe radiation protection standards. Provide radiation protection to patients, staff and the public. Execute clinical procedures completely to prevent complications. Provide and participate in a 24 hour radiography services, night duty, week-ends and public holidays. Inspect and utilize radiographic equipment professionally to ensure they comply with safety standards. Promote good health practices and ensure optimal care patients. Give factual information to patients and clients on radiography. Assist junior personnel on Radiography related matters. Participate in implementation of National Core Standards, Quality Assurance and Quality Improvement programmes, in-service training and ideal Hospital Maintenance Framework. Promote Batho Pele Principles in the execution of duties for effective service delivery and observe patients right charter.

ENQUIRIES APPLICATIONS

: Mrs T.T. Mnyandu (Assistant Director: Radiography) Tel No: (032) 541 9251
 : to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam, 4340 or Emailed to Sicelo.Gumede@kznhealth.gov.za

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialed 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 appointment is 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

CLOSING DATE

: 20 September 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> or the below addresses:
- Head office:** Polokwane; Tompi Seleka College of Agriculture, Madzivhandila College of Agriculture; Mara Research Centre; Mokopane, Lephale and Makhado Laboratory Services: The Acting Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccadd Street, Polokwane, 0699.
- Mopani District:** The Director Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.
- Waterberg District:** The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.
- Capricorn District:** The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices, Lebowakgomo.
- Sekhukhune District:** The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices, Lebowakgomo.
- Vhembe District:** The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.
- CLOSING DATE** : 20 September 2024
- NOTE** : Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from www.gov.za. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated, and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be fully completed. In Part B, all fields must be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and A recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information

separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check, and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and be in possession of such prior to taking the post (submit such before appointment). Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment to the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

- POST 32/78** : **CHIEF DIRECTOR: AGRICULTURE REGULATORY AND TECHNOLOGY DEVELOPMENT REF NO: LDARD 1/7/2024 (X1 POST)**
- SALARY** : R1 436 022 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines.
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate/ Bachelor`s degree (NQF level 7) in Agriculture as recognized by SAQA. A Minimum of 5 years of experience at a senior managerial level in Agriculture. A valid driver`s license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Experience and knowledge in agricultural research. Understanding of Agricultural Education and Training environment. Proven experience and thorough understanding of agriculture and rural development sector. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change Management, Knowledge Management, Services delivery innovation, problem solving analysis, client orientation and customer focus, communication.
- DUTIES** : Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Manage and

coordinate the provision of agriculture research and technology development services in animals. Manage and coordinate the provision of agriculture research and technology development services in crops. Manage and coordinate the provision of veterinary services. Manage and coordinate the provision of agricultural training services. Manage and utilise resources (financial, human, and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 32/79 : **CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: LDARD 2/7/2024 (X1 POST)**

SALARY : R1 436 022 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines.

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate undergraduate/ Bachelor`s degree (NQF level 7) in Business Administration/Public Administration/ Strategic Management or related equivalent qualification as recognized by SAQA. A Minimum of 5 years of experience at a senior managerial level in Strategy and Systems. A valid driver`s license (except for people with disabilities). Proof of completion of SMS pre-entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and legislation as well as understanding of the legislative framework governing the Public Service. Ability to develop a perspective of the department`s vision, mission & strategy. Thorough understanding of policy formulation and co-ordination. An understanding of corporate governance in all spheres of Government. Good background in turnaround and change management strategy. An understanding of strategic management processes. Proven experience and thorough understanding of agriculture and rural development sector. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, change management, Knowledge Management, services delivery innovation, problem solving analysis, client orientation and customer focus, communication.

DUTIES : Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Oversee, manage, and facilitate the provision of strategic management, monitoring, and evaluation. Oversee, manage, and facilitate the provision of government information management and technology services. Oversee, manage, and facilitate the provision of legal services. Oversee, manage, and facilitate the provision of communication services. Manage and utilise resources (financial, human, and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

OTHER POSTS

POST 32/80 : **DEPUTY DIRECTOR / PRINCIPAL REF NO: LDARD 3/7/2024 (X1 POST)**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Madzivhandila College of Agriculture

REQUIREMENTS : Grade 12 plus appropriate NQF level 9 professional qualification in Education/Agriculture or relevant equivalent qualification as recognised by SAQA. Registration as a facilitator, assessor and moderator. A minimum of 3-5 years appropriate experience at Junior Management/Assistant Director in Education or Agricultural environment. A driver`s license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word). Management skills. Negotiating skills. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organizing skills.

DUTIES : Manage the provisioning of higher education & training. Manage the provision of Further Education and Training Programmes. Oversee quality assurance

processes in higher and further education and training qualifications. Coordinate the creation of national and international linkages and strategic partnerships. Manage the resources of the Agricultural Training Institute. Manage and utilize resources (financial, human, & physical) in accordance with relevant prescripts.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST 32/81 : **DEPUTY DIRECTOR: LEARNER SUPPORT SERVICES REF NO: LDARD 4/7/2024 (X1 POST)**

SALARY : R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Tompi Seleka College of Agriculture
REQUIREMENTS : Grade 12 Certificate plus an appropriate NQF level 9 qualification in Agriculture or equivalent qualification as recognised by SAQA. Registration as a facilitator, assessor, and moderator or PGCE qualification will be an added advantage. A Valid driver's licence (with exception of people with disabilities). A minimum of 3-5 years appropriate experience at Junior Management/Assistant Director in Learner Support Services. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, legislative frameworks governing Education and training institutions. Counseling skills. Written and verbal communication skills. Decision making. Strong leadership, management and team building skills. Monitoring and evaluation of projects.

DUTIES : Manage framer skills and students practical training and development. Manage public/private partnership along commodity approach and value chain. Manage and oversee outreach, marketing for the college programs including orientation of schools at the college. Manage laboratory analytic services at the college. Developing strategic partnerships with relevant stakeholders and service providers to strengthen the college capacity to deliver its mandate and to oversee proper management and development of practical facilities at the college. Research and development in key college interest areas. Perform and oversee administrative and related functions.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST 32/82 : **ENGINEER PRODUCTION GRADE A (X2 POSTS)**

SALARY : R833 499 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE : Mopani District Ref No: LDARD 5/7/2024 (X1 Post)
 Waterberg District Ref No: LDARD 6/7/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus an appropriate Engineering degree (B Eng/ BSC (Eng) in Engineering or equivalent qualification as recognised by SAQA. Three years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.

DUTIES : To perform all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Human capital development. Office administration and budget planning. Research and development. Assist with final certificate issued for infrastructure construction.

ENQUIRIES : Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
 Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275.

POST 32/83 : **ASSISTANT DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: LDARD 7/7/2024 (X1 POST)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus appropriate NQF Level 6 qualification in Risk Management / Internal Audit / Policing / Accounting / Forensic Investigation or equivalent qualification as recognised by SAQA. A minimum of 03 years' relevant experience at supervisory position in Risk, Anti-fraud/Corruption investigations, Integrity, and Business Continuity. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Extensive knowledge and understanding of Public Sector legislations and corporate governance guidelines in Risk, Anti-Corruption, Integrity, and Business Continuity Management. The Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Public Sector Risk Management Framework, Prevention and Combating of Corrupt Activities Act, Public Service Anti-Corruption Strategy, Protected Disclosure Act, COSO and ISO. Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Skill in administration of Risk Management System (Barnowl) as added advantage. Time Management, Communication (Verbal & Written), Computer Literacy and Presentation and Willing to work under changing and difficult circumstances. Planning and Organizing, Conflict Management, Analytical, Investigation, Client orientation and customer focus. People management and empowerment. Advocacy for risk and Business Continuity principles.

DUTIES : Implement Risk, Anti-Corruption, and Integrity Management Strategies. Facilitate and Implement risk management process in line with the Risk Management Framework. Conduct risk assessments, develop and monitor risks registers. Conduct investigation on reported cases of Fraud and Corruption. Compilation of Anti-Fraud and Corruption investigation reports. Assist to coordinate and implement the Business Continuity Management processes. Assist to coordinate and facilitate the ethics management process. Conduct educational and awareness on Risk. Fraud/ Corruption, Ethics /Business Continuity Management.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST 32/84 : **CONTROL FARM MANAGER REF NO: LDARD 8/7/2024 (X1 POST)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Towoomba Research Station
REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification in Farm management/ Animal Production or equivalent qualifications as recognized by SAQA. Six (06) years appropriate experience in farming environment and three (03) years relevant experience as Farm manager. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of applicable farming methods. Managerial skills. Knowledge of project management. Knowledge of financial management as well as Human Resource Management. Extensive knowledge of and understanding of Public Service Act, Public Service Regulation, DPSA Prescripts. Computer Literacy (Excel Spreadsheets, PowerPoint and Microsoft Word) Public Finance Management Act, Legislations related to livestock husbandry and Natural Resources. Human Resource Management Legislations. Responsiveness; Pro-activeness. Professionalism; Accuracy; Flexibility; Independent; Co-Operative; Team player; Supportive; Flexible. Willing to work under changing and difficult circumstances. People Management and Empowerment, Programme, and project management. Financial Management, Change Management. Livestock husbandry. Knowledge management. Computer literacy.

DUTIES : Ensure the management of natural resource i.e. Crop and Veld management systems; and environmental legislative compliance, co-ordinate farming activities i.e. livestock management; crop management; farm waste disposal; and practical demonstrations. Coordinates support for research/ training purposes by e.g. ensuring the availability of resources required for programmed research/training trials/ demonstrations etc. management of resource which would entail, inter alia the following: -Human Resource Management, Financial Management, Assets Management, and Infrastructure Management. Perform all administrative and related functions which would

include, inter alia, the following: - Develop policy; Develop the operational plan; Provide inputs for the strategic plan, annual report etc; Compile reports as required; Provide technical advice and guidance to personnel; Co-ordinate farmers days; Serve on various committees; comply with the Public Service prescripts. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 32/85 : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 9/7/2024 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Capricorn District
: Grade 12 plus an appropriate qualification NQF Level 6 in supply chain management, purchasing management, procurement, logistics or financial management or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 03 years' relevant experience in a supervisory position within supply chain management environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service, i.e. Public Finance management, Public Service Act, Public Service Regulations, etc. Program and project Management skills. Financial Management skills. Change. Management skills. Communication skills. Conflict Management skills. Policy. analysing skills. Report writing skills.

DUTIES : Provide demand management services. Manage acquisition and purchasing services. Manage asset management services. Manage transport services. Manage stores and warehousing services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST 32/86 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 10/7/2024 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Mopani District
: Grade 12 plus an appropriate qualification NQF level 6 in Human Resource Management /Human Resource Development / Public Management/Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 03 years' experience in Human Resource Services. PERSAL Training Certificates. Knowledge, Competencies and skills: Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills. Knowledge of PERSAL system.

DUTIES : Identification of budgeted vacant posts to be advertised. Writing of submission of budgeted vacant posts to Head Office for advertisement. Distribution of circulars for advertised posts. Receiving, scheduling of applications, shortlisting, interviews, invitations of candidates for interviews and formation of panel members. Provision of secretariat services. Implement appointment on PERSAL system. Notification of successful candidates and reporting of assumption of duty. Handling of transfers and translations. Handling of acting on higher posts. Capturing of probationary reports. Handling of exit interviews. Development of EE report, Updating of post establishment and vacancy rate. Handling of leave matters, Handling of pension matters, Handling of long service, handling of medical aid, Handling payment of leave gratuity, Handling of PILIR matters, Handling housing allowance, deductions and state guarantee. Termination of service on PERSAL system.

ENQUIRIES : Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275

POST 32/87 : **COMMUNICATION OFFICER REF NO: LDARD 11/7/2024 (X1 POST)**

SALARY CENTRE : R376 413 per annum (Level 08)
: Waterberg District

REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification or equivalent qualification recognized by SAQA. At least three (03) years of experience in a communication environment on social media applications. A valid drivers' license (with exception of people with disabilities). Passion and proven work experience as Social Media Manager. Knowledge, Competencies, and Skills: Knowledge awareness of current news trends. Excellent writing, editing and proof-reading skills. Ability to package content for social media use. Training in social media use will be an added advantage. knowledge of communication principles, techniques, and tools. Problem and analysis. client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and deadlines.

DUTIES : Develop and manage all social media platforms of the Department. Design and implement social media strategy to align with departmental campaigns and programmes. Communicate with followers and respond to queries in a timely manner. Write, edit, and distribute various types of content, including material for website update. Design and produce internal and external newsletters for the department. Develop and maintain working relationships media outlets. Develop and maintain a database of media organizations houses. Draft and issue media advisories. Establish departmental podcast. Coordinate projects or campaigns with Public and Private institutions. Coordinate the implementation of the departmental communication plan, management of branding and exhibitions of all departmental events.

ENQUIRIES : Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324

POST 32/88 : **AGRICULTURAL ECONOMIST (X5 POSTS)**

SALARY : R376 413 per annum (Level 08)
CENTRE : Capricorn North-Western Ref No: LDARD 12/7/2024 (X1 Post)
Mopani North Ref No: LDARD 13/7/2024 (X1 Post)
Waterberg North Ref No: LDARD 14/7/2024 (X1 Post)
Vhembe Central Ref No: LDARD 15/7/2024 (X1 Post)
Madzvhandila College of Agriculture Ref No: LDARD 16/7/2024 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate NQF level 8 qualification in Agricultural Economics/Agribusiness or equivalent qualification as recognised by SAQA. A minimum of 1-2 years working experience in Agricultural Economist. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Practical experience in the use of Microsoft Excel, Microsoft word, power point presentations. Good communication and presentations skills, Knowledge of economic and financial statements. Analytical techniques.

DUTIES : Assist with research of developments/patterns/trends in agricultural sector. Assist with municipal area situational analysis to complete sector and/ or commodity specific profiles. Assist with identification of gaps/ threats and opportunities with impact to the sector and/ or farmers. Assist with facilitation of access to market and finance for farmers. Assist with provision of agricultural economic/ agribusiness advice to internal and external stakeholders. Assist with the development of Agribusinesses/ projects planning. Assist with the implementation and monitoring of departmental development programmes such as RAAVC, AgriBEE, Agro-processing and value chain. Assist farmers with certification e.g., SAGAP, and participation on Local Municipality economic development planning forums.

ENQUIRIES : **Capricorn District:** Ms. Sebajane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
Vhembe District: Mamburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 9632007.
Madzvhandila College of Agriculture: Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 32/89 : **ANIMAL HEALTH TECHNICIAN (X5 POSTS)**

SALARY : R376 413 per annum (Level 08)

<u>CENTRE</u>	:	Capricorn Northwestern Ref No: LDARD 17/7/2024 (X2 Posts) Mopani West Ref No: LDARD 18/7/2024 (X1 Post) Sekhukhune South Central Ref No: LDARD 19/7/2024 (X1 Post) Vhembe Far North Ref No: LDARD 20/7/2024 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). No experience required. Knowledge, Competencies, and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
<u>DUTIES</u>	:	To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619. Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
<u>POST 32/90</u>	:	<u>AGRICULTURAL ADVISOR REF NO: LDARD 21/7/2024 (X5 POSTS)</u> (12 months fixed term contract)
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	LDARD: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate minimum qualification NQF Level 8 in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) or other applicable and recognized statutory body. A valid driver's license (with exception of people with disabilities). No experience required. Knowledge, Competencies, and Skills: Computer skills. Knowledge of extension methodology. Communication/presentation skills.
<u>DUTIES</u>	:	To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, LRAD etc.) and also assist with planning, advice and after care. Promote sustainable production of Agricultural products. Involvement in research activities under guidance of seniors. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.
<u>POST 32/91</u>	:	<u>SENIOR STATE ACCOUNTANT: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 22/7/2024 (X1 POST)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF Level 6 in supply chain management, purchasing management, procurement, logistics or financial

management or equivalent appropriate tertiary qualification as recognized by SAQA. Minimum of 3 years' experience in supply chain management environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge: Understanding of the legislative framework governing the Public Service, i.e Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Treasury Regulations, Public Service Act, Public Service Regulations, Labour Relations Act, etc. Competencies: Experience in LOGIS, BAS, CSD System, Public service procurement processes, financial management Skills: Analytical Skills, Good Communication, skills, Facilitation skills; Presentation skills; Report Writing Skills, Financial Management, Problem Solving, Planning & organizing, Time Management Coordination skills; Customer Service, people management. Personal Attributes: Pro-activeness, Professionalism; Accuracy; Flexibility; Independent; Responsiveness, Co-operative; Team player; Supportive, Willing to work under changing and difficult circumstances. Ability to work in a highly pressured environment.

DUTIES : Provide demand management services. Provide acquisition management. Provide purchasing management services. Supervise employees to ensure an effective supply chain management and undertake all administrative functions.

ENQUIRIES : Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275

POST 32/92 : **SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 23/7/2024 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Mopani District
: Grade 12 plus an appropriate qualification NQF level 6 in Accounting/Financial Accounting/ Financial Management as recognized by SAQA. A minimum of 2 years of experience in the Finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on financial management. Proven extensive experience in: financial budgeting, reporting, revenue, expenditure, and accounting management. People Management Financial Management. Problem Solving. Planning & organizing Time Management. Good Communication skills; Diversity management; Facilitation skills; Co-ordination skills.

DUTIES : Provide financial budgeting management services. Provide financial revenue and expenditure management services. Facilitate the provision of financial accounting Compile reports. Supervise employees to ensure an effective financial and management accounting services and undertake all administrative functions.

ENQUIRIES : Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275

POST 32/93 : **AGRICULTURAL RESOURCE TECHNICIAN (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Vhembe West Ref No: LDARD 24/7/2023 (X1 Post)
: Vhembe North Ref No: LDARD 25/7/2023 (X1 Post)
: Sekhukhune East Ref No: LDARD 26/7/2023 (X1 Post)
: Grade 12 plus an appropriate qualifications NQF level 6 in Environmental Science/ Agricultural Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 01-year experience in Agricultural environment, Development/Land care. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, Knowledge in surveying and design of all engineering type of projects e.g. contours, waterways, stock watering systems. Knowledge of computer. Determine the potential of soils for irrigation.

<u>DUTIES</u>	:	Planning and design of conservation structures in compliance with environmental and conservation legislations. Coordination of projects. Control the prescribed administration of financial aid schemes with regard to the conservation of natural resources and implementation of norms and standards as prescribed by DAFF. Manage and control extension services on land care. Study technological advances and best practices in order to perform land care functions according to the required standards.
<u>ENQUIRIES</u>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 9632007 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST 32/94</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: LDARD 27/7/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Head Office: Polokwane Grade 12 plus an appropriate qualifications NQF level 6 in Management Assistant / Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year experience in rendering support services. Knowledge, Competencies, and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level of reliability, Written communication skills, Ability to act with tact and discretion, Ability to do research and analyze documents and situations, Good grooming and presentation, Self-management and motivation, Knowledge on the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the Chief Director: Strategy and Systems. Perform typing work. Operates and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the Chief Director. Render administrative support services. Provides support to Chief Director regarding meetings. Coordinates logistical arrangements for meetings when required. Support the manager with the administration of the Chief Director's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/95</u>	:	<u>ADMINISTRATION CLERK – ASSET ADMINISTRATION REF NO: LDARD 28/7/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Tompoti Seleka College of Agriculture Grade 12 or equivalent qualification as recognized by SAQA. No working experience required. Knowledge, Competencies, and Skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. LOGIS system. Communication skills and Report writing skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing environment.
<u>DUTIES</u>	:	To provide asset administrative services. To provide transport services. Receive inventory. Issue inventory to the end-users. Record keeping. Provide facilities services.
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/96</u>	:	<u>SECRETARY: DISTRICT AGRICULTURAL ADVISORY SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 per annum (Level 05) Sekhukhune District Ref No: LDARD 29/7/2024 (X1 Post) Mopani District Ref No: LDARD 30/7/2024 (X1 Post) Waterberg District Ref No: LDARD 31/7/2024 (X1 Post)

<u>REQUIREMENTS</u>	:	Grade 12 certificate with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. NQF level 6 Qualification in Management Assistant/Public Management as recognised by SAQA will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Competencies, and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	To render a secretarial support service to a Director: District Agricultural Advisory Services. Provides a secretarial/receptionist support service to the Director: District Agricultural Advisory Services. Provides a clerical support service to the office of the Director: District Agricultural Advisory Services. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the office of the Director: District Agricultural Advisory Services.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 / Ms. Nkuna NS Tel No: (015) 812 2275 and Hlungwani G Tel No: (015) 812 3210 / 18 Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST 32/97</u>	:	<u>SWITCHBOARD OPERATOR REF NO: LDARD 32/7/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 279 per annum (Level 04) Madzivhandila College of Agriculture
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.
<u>DUTIES</u>	:	Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Identify and report telephone faults to the supervisor.
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/98</u>	:	<u>HANDYMAN REF NO: LDARD 33/7/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R155 148 per annum (Level 03) Towoomba Research Station
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or an appropriate N3 certificate in either Carpentry, Plumbing, Electrical, Masonry or equivalent appropriate qualification as recognised by SAQA. Minimum one (1) year experience in Construction and maintenance of buildings and related infrastructure. Knowledge, Competencies, and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver`s licence will be an added advantage.
<u>DUTIES</u>	:	Maintenance of building, fitting and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/99</u>	:	<u>TRACTOR DRIVER REF NO: LDARD 34/7/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R155 148 per annum (Level 03) Towoomba Research Station
<u>REQUIREMENTS</u>	:	Basic education (literacy and numeracy - ABET level 2) certificate or equivalent qualification as recognised by SAQA. A minimum of 1 years` experience in

		operation of farm machinery and maintenance of water infrastructure. A valid driver's License Code EC1 with PDP (with exception of people with disabilities). N3 certificate or equivalent qualification in diesel mechanics as recognised by SAQA will be an added advantage Knowledge, Competencies, and Skills: Knowledge of Agricultural Equipment, Ability to Operate the Tractor. Basic diesel mechanic skills. Water/Diesel Engine maintenance skills. Knowledge of various types of farm equipment. Knowledge of Batho Pele Principles. Discing, planting, and harvesting of crop fields. Driving skills.
<u>DUTIES</u>	:	Operate specialised farming machinery and equipment (including implements). Operate a tractor with various implements (such as ploughs, Rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities. Perform vehicle maintenance and administrative support activities. Operate a specialised machinery (such as harvesters, drilling equipment, excavators etc.).
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/100</u>	:	<u>HOUSEHOLD AID (REF NO: LDARD 35/7/2024) (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Tomp Seleka Agricultural College Grade 10 or equivalent qualification as recognised by SAQA. Certificate in Hospitality. A valid driver's License (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of cleaning and food services. Cleaning Skills. Problem Solving Skills. Time Management. Negotiations Skills. Communication Skills. Creativity and Innovation.
<u>DUTIES</u>	:	To provide housekeeping services at the Agricultural Training Centre. Handle student matters. Provide hostel services. Ensure clean and healthy food. Provide accommodation logistical support.
<u>ENQUIRIES</u>	:	Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/101</u>	:	<u>FARM AID (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Tomp Seleka College of Agriculture Ref No: LDARD 36/7/2024 (X1 Post) Towoomba Research Centre Ref No: LDARD 37/7/2024 (X3 Posts) Basic literacy and numeracy (ABET level 2) or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
<u>DUTIES</u>	:	To perform routine manual farming activities. Perform routine activities in respect of crop production. Perform routine activities in respect of livestock. Perform general routine activities. Perform general routine activities in respect of infrastructure.
<u>ENQUIRIES</u>	:	Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/102</u>	:	<u>CLEANER (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Tomp Seleka College of Agriculture Ref No: LDARD 38/7/2024 (X1 Post) Madzivhandila College of Agriculture Ref No: LDARD 39/7/2024 (X1 Post) Mopani North Ref No: LDARD 40/7/2024 (X1 Post) Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Extensive experience in a cleaning environment. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle.

- Health and safety measures. Working procedures in respect of working environment.
- DUTIES** : Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and providing water during meetings. Refill aqua cooler/s washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.
- ENQUIRIES** : Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
- POST 32/103** : **GENERAL WORKER (X3 POSTS)**
- SALARY CENTRE** : R131 265 per annum (Level 02)
Mokopane Laboratory Ref No: LDARD 41/7/2024 (X1 Post)
Makhado Laboratory Ref No: LDARD 42/7/2024 (X1 Post)
Lephalale Laboratory Ref No: LDARD 43/7/2024 (X1 Post)
- REQUIREMENTS** : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.
- DUTIES** : Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.
- ENQUIRIES** : Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/104** : **GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER (X4 POSTS)**
- SALARY CENTRE** : R131 265 per annum (Level 02)
Vhembe Far North Ref No: LDARD 44/7/2024) (X2 Posts)
Mopani North Ref No: LDARD 45/7/2024) (X2 Posts)
- REQUIREMENTS** : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge and experience in Security Services will be an added advantage. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Good interpersonal relations. Report writing.
- DUTIES** : To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate and dispose of products. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Kep register for quarantined animals. Keep register for vehicle movement.
- ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

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

APPLICATIONS : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 or posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.

CLOSING DATE : 20 September 2024 @ 16h30

NOTE : All costs associated with an application will be borne by the applicant. Applications must be submitted on new Z83 form (update version that came into effect on 01 January 2021), obtainable from any Public Service Department or downloaded from www.dpsa.gov.za and must be accompanied by a detailed Curriculum Vitae (CV). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. Three (3) references must be included stating their contact details (landline, cellular number and e-mail address). If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation when shortlisted. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 to 14, and employees within Supply Chain Management and Finance Units). Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. No faxed applications will be considered. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and

verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered / possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za.

OTHER POSTS

- POST 32/105** : **DEPUTY DIRECTOR REF NO: C4/24/25/1**
Directorate: Liquor Affairs & Business Regulations
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Commerce / Business Law / Law / Commercial Law / Public Administration or equivalent as recognized by SAQA. Five (5) years' experience dealing with Liquor and Business Regulation matters of which three (3) years should be in junior management (ASD level). Valid driver's license (with exception of person with disability). Skills And Knowledge: Communication & negotiation. Policy formulation. Conflict management & problem solving skills. Administrative skills. Report writing skills. Computer literacy. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Technical procedures. Change management. Delegation & leading.
- DUTIES** : Ensure compliance with the sale and control of the liquor retail trade regulations, in compliance with the Liquor Act. Investigate liquor compliance and matters on non-compliance and assist with corrective measures. Liaise with local authorities, liquor associations, licence holders and communities related to liquor matters and law enforcement education. Rendering prosecutorial services for the Limpopo Liquor Board. Drafting notices to appear before the Liquor Board and Appeal Tribunal. Drafting of the Liquor Board charges. Lead evidence and cross-examine the witness appearing before the Board on liquor non-compliance matters. Perform the litigation function of the Appeal Tribunal in terms of the applicable legislation.
- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 32/106** : **DEPUTY DIRECTOR REF NO: C4/24/25/2**
Directorate: Sector Development
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Business Management / Economics / International Relations / Entrepreneurship / Marketing Management or equivalent as recognized by SAQA. Five (5) years' experience within the Sector Development field of which three (3) years must be in junior management (ASD level). Valid driver's license (with exception of person with disability). Skills And Knowledge: Knowledge of the legislative framework governing Public Service. Sound and in-debt experience and knowledge of relevant macro and micro economic policies. Strategic and analytical thinking skills. Communication skills. Problem solving. Financial management skills. Conflict management

and negotiation skills. Planning and coordination skills. People management and empowerment. Programme and project management. Stakeholder management.

DUTIES : Manage, implement and monitor sectoral policies, strategies and operational plans. Facilitate and promote implementation of the mining development strategies, plans and industrialisation programmes. Facilitate and promote the implementation of the agro-processing strategy and plans. Facilitate and promote the implementation of the capital and allied services strategy and plans. Monitor and co-ordinate the implementation of the construction industry strategies. Facilitate skills programmes to support the economy. Facilitate programmes implementation to enhance participation of locals in the mining sector. Manage projects and work with stakeholders.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/107 : **DEPUTY DIRECTOR REF NO: C4/24/25/3**
Directorate: HRM&D: Human Resource Recruitment & Planning

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE REQUIREMENTS : Head Office: Polokwane
: An NQF 6 qualification in Human Resource Management or equivalent as recognized by SAQA. Five (5) years' experience in Human Resources Management of which three (3) years should be in junior management (ASD level). Three years extensive experience in the field of Human Resource Recruitment and Planning coupled with a deep understanding of transactional HR environment. Proven training and working experience on PERSAL system is a prerequisite. Valid driver's license (with exception of person with disability) and be willing to travel. Skills And Knowledge: Management skills. Communication (verbal and written) and negotiation skills. Interpersonal skills. Analytical thinking. Report writing skills. Policy formulation. Conflict management and problem solving. Financial management. Strategic thinking. Planning and organization. Delegation and leading. Computer literacy (MS Excel, MS Word and MS PowerPoint). Knowledge in Human Resource Management policies, acts, regulations and systems. Performance management. Project management. Recruitment and selection. The code of remuneration. All labour legislation. Code of good conduct in the Public Service. Departmental policies and procedures. Batho Pele principles. Ability to interact with stakeholders. Broad knowledge of legislation regulating Human Resource Management (HRM) and regulatory frameworks of the Public Services.

DUTIES : Manage the provision of recruitment and selection services, Human Resource Planning, HR Information Management and Policy Development. Implement and maintain policy framework for Human Resources Operations practices in the department. Manage personnel salaries administration (PERSAL) system for the department. Ensure balance and holistic approach/effort in managing an HR management function. Ensure effective and operational efficiency of resource management including HR, finance and assets of the component. Proactively building sound relationships with key stakeholders at all levels. Manage LEDET establishment and database. Ensure compliance with the legislative and Public Service regulatory frameworks. Management and supervision of subordinates.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/108 : **DEPUTY DIRECTOR REF NO: C4/24/25/4**
Directorate: Security & Facility Management: Records & Knowledge Management

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

CENTRE REQUIREMENTS : Head Office: Polokwane
: An NQF 6 qualification in Information Management / Library / Archiving or equivalent as recognized by SAQA. Five (5) years' experience within the Records and Knowledge Management field of which three (3) years should be in junior management (ASD level). Valid driver's license (with exception of

persons with disability). Skills And Knowledge: Strategic capability and leadership. Financial management. People management and empowerment. Problem solving and decision-making. Client orientation and customer focus. Motivational and communication. Service delivery and innovation skills. Computer literacy.

DUTIES : Oversee Record and Knowledge Management in the department. Manage the development and implementation of file plans, policies and procedure manuals. Manage custody, retrieval and disposal of records. Manage the implementation of Record Management, PAIA/POPIA, PAJA and Knowledge Management. Conduct training/workshops on Knowledge and Records Management.

ENQUIRIES : Mrs S Pelsel Tel No: (015) 293 8678

POST 32/109 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C4/24/25/5**
Directorate: Wildlife Resource Management

SALARY CENTRE REQUIREMENTS : R580 551 – R664 095 per annum, (OSD)
: Head Office: Polokwane
: An NQF 6 qualification in Nature Conservation / Environmental Science / Natural Science / Biodiversity Management or equivalent as recognized by SAQA. An Environmental Management Inspectorate qualification will be an added advantage. A minimum of three (3) years' experience in the Biodiversity / Conservation / Environmental field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: A thorough knowledge in both the provincial and national environmental biodiversity legislations including CITES, biodiversity and other multi-lateral environmental agreements. Knowledge of environmental policies, Promotion of Access to Information Act and Promotion of Administrative Justice Act. Computer literacy. Excellent communication (verbal and written) and report writing skills are essential. Be able to work irregular hours and be able to travel as and when required. Ability to work under pressure. Managerial skills. People management. Planning and coordination skills. Interpersonal relations.

DUTIES : Management of the hunting industry. Management of damage causing animals. Management of the establishment of wildlife centres. Management of the game farming industry. Management of the game capture operations and translocations. Implementation of the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Management of the permit processing systems. Manage and facilitate marking, registration, management and issuing of permits for elephant ivory and rhino horns.

ENQUIRIES : Mrs S Pelsel Tel No: (015) 293 8678

POST 32/110 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C4/24/25/6**
Directorate: Environmental Quality Management

SALARY CENTRE REQUIREMENTS : R580 551 – R664 095.per annum, (OSD)
: Head Office: Polokwane
: An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Sciences / Biodiversity or equivalent as recognized by SAQA. EAPASA Registration in terms of S24H of NEMA. At least three (3) years' experience post-graduation in Integrated Environmental Management. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Good working knowledge of environmental legislation and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and the Environmental Conservation Act, 1989, and subordinate legislation. Knowledge and understanding of the Public Service Regulatory Framework, e.g. Public Service Act, PFMA, Treasury Regulations, Public Service Regulations of 2016, Labour Relations Act. Good verbal and written communication skills, including fully computer literate. Presentation skills. Analytical skills. Conflict management and problem-solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good strategic planning and organizational skills.

- DUTIES** : Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to impact management. Management and implementation of other IEM tools. Perform and manage administrative and related functions. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Determine information and procedural requirements for applications. Conduct site inspections and draft site reports. Draft/recommend environmental authorisations for submission and decision-making by the relevant delegated authority. Provide technical inputs at relevant forums and committees. Review and provide comments on environmental issues identified throughout the execution of other departments' mandates/processes, e.g. MPRDA permits/licence applications, NWA water use authorisations applications and planning applications. Contribute to the compilation of reports as required. Comply with the Public Service prescripts. Document management and filing by having own register to track file management. Organise authority review meetings with stakeholders if deemed necessary. Prepare checklist before site visits and record observations thereof. Provide ongoing technical support for the implementation of the appeal process.
- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 32/111** : **ASSISTANT DIRECTOR REF NO: C4/24/25/7**
Directorate: Consumer Affairs: Consumer Education & Advice
- SALARY CENTRE REQUIREMENTS** : R552 081 – R650 322 per annum (Level 10)
: Mopani District: Giyani
: An NQF 6 qualification in Business Management / Commerce / Consumer Science / Economics / Commercial Law / Law / Contract Management or equivalent as recognized by SAQA. Two (2) to three (3) years of experience in Consumer Education and Advice / Business Environment. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of relevant legislations affecting consumers in South African economic environment. Customer care. Presentation skills. Report writing skills. Communication and negotiation skills. Administrative management. Planning and organization. Conflict management skills. Analytical thinking. Computer literacy.
- DUTIES** : Implementation of the consumer education strategy. Facilitate and co-ordinate consumer education and awareness campaigns. Provide consumer advice to the public. Liaise with key stakeholders in pursuit of consumer education and awareness programmes. Study trends in consumer market behaviour in the district and keep abreast with the latest developments. Make inputs and update consumer information booklets and brochures. Liaise with Head Office on district activities.
- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 32/112** : **ASSISTANT DIRECTOR REF NO: C4/24/25/8**
Directorate: Management Accounting
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Head Office: Polokwane
: An NQF 6 qualification in Accounting / Cost Accounting / Financial Management or equivalent as recognized by SAQA. Two (2) to three (3) years' experience in the related (Budget) field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Basic Accounting System. Knowledge of budgeting cycle and system of the government. Knowledge of the PFMA and Treasury Regulations. Computer literacy (preferably MS Excel). Ability to work independently. Knowledge of the BAS and FINEST Systems. Planning and organization. Reports compilation and presentation.
- DUTIES** : Collect budget data from program managers. Compile the departmental expenditure budget in terms of the national guidelines and provincial budget format. Capture budget information/data onto BAS. Provide daily and monthly reports to management. Observe spending trends and provide expenditure

		analysis report. Pass adjustment journals on daily basis. Perform shifting of funds and virement on BAS. Respond to audit queries. Clear certain suspense account. Exercise delegation authority. Compile annual financial statements. Mrs S Pelsel Tel No: (015) 293 8678
<u>ENQUIRIES</u>	:	
<u>POST 32/113</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C4/24/25/9</u> Directorate: Wildlife Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 917 – R360 327 per annum, (OSD) Vhembe District An NQF 6 qualification in Nature Conservation / Wildlife Management or equivalent as recognized by SAQA. A degree in Nature Conservation / Wildlife Management or equivalent will be an added advantage. One (1) to two (2) years working experience in the Nature Conservation fields. Computer literacy (with certificate). No criminal record. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislation and multilateral environmental agreements. Problem solving and analysis. Client orientation and customer focus. Communication skills.
<u>DUTIES</u>	:	Regulate and monitor the hunting industry. Manage damage causing animals. Regulate game capture operations and translocation. Regulate the establishment and the functioning of wildlife centres. To ensure compliance with the Convention on International Trade in endangered Species of Wild Fauna and Flora. Permit management. Training and monitor the training of previously disadvantaged individuals to enter the Hunting Industry. Monitor and regulate taxidermists. Investigate cases where Professional Hunters and Hunting Outfitters are involved. Monitor game reduction process in protected areas managed by the Limpopo Tourism and Parks.
<u>ENQUIRIES</u>	:	Mrs S Pelsel Tel No: (015) 293 8678
<u>POST 32/114</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C4/24/25/10</u> Directorate: Environmental Quality Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 917 – R360 327 per annum, (OSD) Head Office: Polokwane An NQF 6 qualification in Environmental Management / Environmental Sciences / Natural Sciences or equivalent as recognized by SAQA. EAPASA Registration or ability to register in terms of S24H of NEMA as Environmental Assessment Practitioner (EAP). One (1) to two (2) years of experience in Integrated Environmental Management field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the IEM and applicable environmental legislation, as well as national and provincial environmental policies (NEMA and others). knowledge of EIA and applicable environmental legislation. Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, social interactions and other environmental aspects. Knowledge of methodologies and techniques for assessment and evaluation of environmental impacts. Knowledge of Environmental Management Systems (e.g. environmental management plans, environmental monitoring and auditing, international standards). Basic knowledge of international conventions and agreements pertaining to the environmental field. Knowledge of legislation pertaining to related fields such as the National Water Act, 1998, the Conservation and Agric. Resources Act, 1983, Land Use Planning Ordinance, 1985, Minerals Development Act, 2002, etc. knowledge of land use and development planning and other related fields that interacts with the environment (e.g. Integrated Development Plans, Spatial Development Framework, etc.). Good communication, writing and administrative skills (registering and tracing documents, filing, etc.). knowledge of chairing and organizing meetings. Analytical skills to evaluate applications. Presentation skills and ability to present the EIA regulations and information on environmental management. Good writing and reporting skills. Computer literacy. Conflict management.
<u>DUTIES</u>	:	Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Determine

information and procedural requirements for applications. Conduct site inspections and draft site reports. Draft/recommend environmental authorisations for submission and decision-making by the relevant delegated authority. Provide technical inputs at relevant forums and committees. Review and provide comments on environmental issues identified through the execution of other departments' mandates/processes, e.g. MPRDA permits/licence applications, NWA water use authorisations and planning applications. Perform all administrative and related functions. Contribute to the compilation of reports as required. Comply with the Public Service prescripts. Document management and filing by having own register to track file management. Organise authority review meetings with stakeholders if deemed necessary. Prepare checklist before site visits and record observations thereof. Mrs S Pelser Tel No: (015) 293 8678

ENQUIRIES :

POST 32/115 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C4/24/25/11**

Directorate: Provincial Protected Areas Management

SALARY CENTRE REQUIREMENTS :

R325 917 – R360 327 per annum, (OSD)

Atherstone Nature Reserve

An NQF 6 qualification in Nature Conservation / Wildlife Management / Environmental Management or equivalent as recognized by SAQA. A degree in Nature Conservation / Wildlife Management or equivalent will be an added advantage. One (1) to two (2) years working experience in the Nature Conservation field. Computer literacy (with certificate). No criminal record. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislation and multilateral environmental agreements. Problem solving and analysis. Client orientation and customer focus. Communication skills.

DUTIES :

Regulate sustainable utilization of eco-systems and biodiversity in the nature reserve. Monitor, enforce and/or investigate of compliance in the nature reserve. Promote biodiversity awareness. Provide biodiversity and infrastructure management services within the nature reserve. To protect, manage and enhance the environment across a variety of habitats and species. Plan and undertake surveys and recording data on animal species and habitats. Monitor and control recreational facilities and associated activities as well as maintenance of recreational areas. Ensure effective wildlife management and support stakeholder engagements. Perform and manage administrative and related functions.

ENQUIRIES :

Mrs S Pelser Tel No: (015) 293 8678

POST 32/116 :

ADMINISTRATIVE OFFICER REF NO: C4/24/25/12

Directorate: Consumer Affairs

SALARY CENTRE REQUIREMENTS :

R308 154 – R362 994 per annum (Level 07)

Head Office: Polokwane

An NQF 6 qualification in Business Management/Administration / Public Administration/Management / Office Administration or equivalent as recognized by SAQA. One (1) to two (2) years' experience in the same or related field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant Public Service Acts, Regulations and Consumer Protection Act. Interviewing skills. Research. Problem solving. Evidence collection skills. Report writing skills. Attention to detail. Reasoning skills. Public speaking skills. Strategic and analytical thinkers. Compute literacy. Good communication skills (written and verbal). Planning and strategizing. Delegation. Interpretation skills. Presentation skills. Project management skills. Facilitation skills.

DUTIES :

Render administrative functions. Provide administrative support and secretariat services. Ensure effective flow of information and documents in the consumer protection office. Ensure safekeeping of all received and outgoing documents. Assist in preparation of requisitions for the office. Facilitate travel claims for consumer court members. Taking minutes and decisions of the consumer court sittings.

ENQUIRIES :

Mrs S Pelser Tel No: (015) 293 8678

POST 32/117 : **TRANSPORT OFFICER REF NO: C4/24/25/13**
 Directorate: Supply Chain & Assets Management: Fleet Management

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An NQF 6 qualification in Public Management or equivalent as recognized by SAQA. One (1) to two (2) years' experience in the same or related field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant Public Service Acts, Regulations and Consumer Protection Act. Interviewing skills. Research. Problem solving. Evidence collection skills. Report writing skills. Attention to detail. Reasoning skills. Public speaking skills. Strategic and analytical thinkers. Compute literacy. Good communication skills (written and verbal). Planning and strategizing. Delegation. Interpretation skills. Presentation skills. Project management skills. Facilitation skills.

DUTIES : Ensure the provision and allocation, registration, renewal and licencing of government owned vehicles. Manage and control the utilisation of government owned vehicles and subsidised vehicles. Processing of applications for subsidised motor vehicles. Manage the fleet asset register and logsheet of government owned vehicles and provide fleet report. Handle accidents involving government owned vehicles and subsidised motor vehicles and the repair process. Facilitate the withdrawal of unserviceable vehicles. Manage the maintenance and repairs of government owned vehicles and subsidised motor vehicles. Process transport allowance claims for qualifying officials. Conducting vehicle inspections. Preparation of the authority/exemption to drive government vehicles after hours and during weekends/holidays.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/118 : **LIQUOR INSPECTOR REF NO: C4/24/25/14**
 Directorate: Liquor Affairs & Business Regulations

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Vhembe District: Thohoyandou
REQUIREMENTS : An NQF 6 qualification in Policing / Business Management / Commercial Law / Law / Commerce or equivalent as recognized by SAQA. One (1) to two (2) years of experience dealing with Liquor and Business Regulation matters. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Law enforcement & compliance. Computer literacy. Project management. Presentation skills.

DUTIES : Conduct inspections at liquor premises. Monitor and enforce compliance with the Liquor Act. Ensure compliance with the sale and control of the liquor retail trade regulations, in compliance with the Liquor Act. Investigate liquor complaints and matters of non-compliance and assist with corrective measures. Liaise with local authorities, liquor associations, licence holders and communities related to liquor matters and law enforcement education. Resolve liquor related issues and complaints through negotiation, mediation or meetings. Provide evidence and reports at the Liquor Board and in court. Provide monthly and quarterly compliance and enforcement reports.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/119 : **COMMUNICATION OFFICER REF NO: C4/24/25/15**
 Directorate: Communication Services

SALARY : R308 154 – R362 994.per annum (Level 07)
CENTRE : Capricorn District: Polokwane
REQUIREMENTS : An NQF 6 qualification in Communication / Journalism / Media Studies / Public Relations or equivalent as recognized by SAQA. One (1) to two (2) years' experience in Communication Services or Public Relations. Photographic skills and registration with PRISA will be an added advantage Valid driver's license (with exception of persons with disability). Skills And Knowledge: Computer literacy (MS Office applications). Knowledge of applicable legislation of government frameworks and relevant legislation. Good communication skills (verbal & written) including interpersonal skills.

DUTIES : Compile, plan and implement the district event calendar. Support departmental events / activities. Monitor and evaluate events. Write articles for the departmental newsletter. Source information for both the intranet and the website. Ensure correct information into departmental publications (online and

printed). Develop image bank of the department (officials, events, etc.). Manage the departmental media profile and create relations with the media. provide journalistic duties to events in the districts. Conduct regular media monitoring and feedback sessions with units affected to manage their communication. Regularly update media contact list. Provide information and pictures for social media platform. Develop networks for communication at district level.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/120 : **ADMINISTRATIVE CLERK REF NO: C4/24/25/16**
Directorate: Provincial Protected Areas Management

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 07)
: D’Nyala / Mokolo Dam Nature Reserve
: An NQF 4 qualification (grade 12) as recognized by SAQA. One (1) to two (2) years’ experience within the related field. Computer literacy (with certificate). Skills And Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Problem solving and analysis. Client orientation and customer focus. Communication skills.

DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive/send emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the nature reserve. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register for the nature reserve. 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 nature reserve. Maintain a leave register for the nature reserve. Keep and maintain personnel records in the nature reserve. Keep and maintain the attendance register of the nature reserve. Arrange travelling and accommodation. Capture and update expenditure in the nature reserve. Check correctness of subsistence and travel claims of officials and submit for approval.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/121 : **REGISTRY CLERK REF NO: C4/24/25/17**
Directorate: Security & Facility Management: Records & Knowledge Management

SALARY CENTRE REQUIREMENTS : R216 417 – R254 928.per annum (Level 05)
: Head Office: Polokwane
: An NQF 4 qualification (grade 12) as recognized by SAQA. Knowledge of Registry duties, practices as well as ability to capture data and operate a computer. One (1) to two (2) years’ experience in Records Management / Archives / Administration will be an added advantage. Skills And Knowledge: Planning and organizing skills. Working knowledge and understanding of legislative framework in the government service. Client services. Punctuality. Independent thinking and ability to work without supervision. Computer literacy.

DUTIES : Handling of Registry counter services. Handling telephonic and other enquiries. Receive and register hand delivered and electronic mail. Opening and closing of files/records. Open and maintain franking register, frank mail, lock post in the mailbag and keep daily record of franked mail. Open postbag. Supervision of Messenger/Driver services. Filing and retrieval of records.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/122 : **REGISTRY CLERK REF NO: C4/24/25/18**
Directorate: MEC’s Administrative Services

SALARY CENTRE REQUIREMENTS : R216 417 – R254 928 per annum (Level 05)
: Head Office: Polokwane
: An NQF 4 qualification (grade 12) as recognized by SAQA. One (1) to two (2) years’ experience in Records Management / Archives / Administration will be an added advantage. skills and knowledge: Planning and organizing skills.

Working knowledge of records management, record keeping and archive procedures. Computer literacy. Knowledge of the National Archives Act and the MIS prescripts and procedures.

DUTIES : Ensure the smooth, efficient and effective flow of documents (received and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/123 : **FIELD RANGER REF NO: C4/24/25/19 (X16 POSTS)**
Directorate: Provincial Protected Areas Management

SALARY CENTRE : R183 279 – R215 892 per annum (Level 04)
Atherstone Nature Reserve (X2 Posts)
Brackenridge Nature Reserve (X1 Post)
D’Nyala Nature Reserve (X1 Post)
Langjan Nature Reserve (X1 Post)
Letaba Ranch/Hans Merensky/Lillie Flora Nature Reserve (X1 Post)
Moletjie Nature Reserve (X1 Post)
Mphaphuli Cycad Nature Reserve (X2 posts)
Nwanedi Nature Reserve (X3 Posts)
Nylsvlei Nature Reserve (X1 Post)
Potlake Nature Reserve (X1 Post)
Turfloop Nature Reserve (X1 Post)
Wonderkop Nature Reserve (X1 Post)

REQUIREMENTS : An NQF 4 qualification (grade 12) or equivalent as recognized by SAQA. A valid firearm competency certificate (handgun, rifle, shotgun). Physically fit. No criminal record. Valid driver's license and PDP (with exception of persons with disability). Related training is essential (from SAWC, or any other accredited institution). Computer literacy (with certificate) will be an added advantage. Skills And Knowledge: Knowledge in tracking and firearm handling; Verbal and written communication skills; Be able to work irregular hours (weekends, public holidays); Be able to travel as and when required. Problem solving and analysis. Client orientation and customer focus. Communication skills.

DUTIES : Assist with the protection of the nature reserve and its natural environmental resources which will include nature conservation patrols. Inspect and repair boundary fences. Warn visitors on unauthorized actions in the nature reserve and report non-compliance. Assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in the nature reserve which include gather biological and ecological data. Report on areas for rehabilitation and monitor rehabilitation areas. Assist with the monitoring and control of recreational facilities which will include control and monitoring of recreational activities and maintenance of recreational areas. Assist with wildlife management in other areas and communities.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

OFFICE OF THE PREMIER

APPLICATIONS : Applications are encouraged to be submitted through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za, and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.

CLOSING DATE : 20 September 2024 at 16h00.

NOTE : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are

encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting the limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. To ensure that potential Senior Management Services (SMS) members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, "all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. NOTE: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. Applications with foreign

qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za and Office of the Premier Social media page.

MANAGEMENT ECHELON

- POST 32/124** : **DIRECTOR: OFFICE ON THE STATUS OF WOMEN REF NO: OTP: 10 / 24 / 01 (X1 POST)**
Directorate: Office on the Status of Women
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Management or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. A valid driver's license except for people with disability.
- DUTIES** : Coordination of advocacy/ awareness raising and mainstreaming programmes on gender in the province. Monitor the implementation of the provincial sanitary dignity and women economic empowerment strategies. Collaborate with other government departments, external and internal stakeholders.
- ENQUIRIES** : Should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/125** : **DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP: 10 / 24 / 02 (X1 POST)**
Directorate: Public Sector HRD Programmes
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Human Resource Management and Development / Public Administration or any HR Training and Development qualification in related field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/Senior Management level. Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. A valid driver's license except for people with disability.
- DUTIES** : Provide strategic direction and technical support on the development of the Provincial Public Sector HRD Skills Plan (strategy) and its annual implementation plan. Coordinate development and implementation of Workplace Skills Plans within the Provincial Administration. Coordinate Transversal Training Programmes. Coordinate implementation of Developmental Programmes. Coordinate Provincial HRD Forums and Task teams meetings.
- ENQUIRIES** : Should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/126** : **DIRECTOR: EXECUTIVE COUNCIL SECRETARIAT REF NO: OTP: 10 / 24 / 03 (X1 POST)**
Directorate: Executive Council Secretariat
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration/ Public Policy/ Social Sciences or equivalent qualification in the relevant field/ area as

recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. A valid driver's license except for people with disability.

DUTIES : Provide secretariat services and administration support to the Executive Council. Manage the provision of secretariat services to the EXCO Cluster Committees and EXCO Cluster Technical Committees. Oversee the management, monitoring and tracking of the implementation of the Executive Council (EXCO) decisions. Oversee the management, monitoring and tracking of the implementation of the Cluster Programmes of Action. Provide strategic direction within the Unit.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/127 : **DIRECTOR: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP: 10 / 24 / 04 (X1 POST)**

Directorate: Internal Controls and Compliance

Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.

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

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Auditing / Accounting / Risk Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. A valid driver's license except for people with disability.

DUTIES : Coordinate Governance Structure Services. Facilitate assurance services. Ensure compliance to Internal Control and Compliance Standards. Manage coordination with Stakeholders i.e., Provincial Treasury, Shared Internal Audit Services, Audit Committee and Auditor General of South Africa.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

OTHER POSTS

POST 32/128 : **DEPUTY DIRECTOR: AUDIO VISUAL SERVICES REF NO: OTP: 10 / 24 / 05 (X1 POST)**

Directorate: Corporate Communication Services

SALARY : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Film, Video and/or Multimedia Productions or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA). A Minimum of five (05) years' experience in Film, Video and/or Multimedia Productions of which three (03) years must be at an Assistant Director level. A valid driver's license except for people with disability.

DUTIES : Manage and develop the Provincial Audio-Visual Archives. Manage the production of Audio-Visual Scripts. Manage Audio-Visual Staff. Manage and produce Video productions & editing of Programs.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

- POST 32/129** : **DEPUTY DIRECTOR: HRD COUNCIL SECRETARIAT REF NO: OTP 10 / 24 / 06 (X1 POST)**
Directorate: Human Resource Development (HRD) Council Secretariat
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
An undergraduate qualification (NQF Level 6) in Human Resources Development or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA). A Minimum of five (05) years' experience in Human Resource Development and Training of which three (03) years must be at an Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Coordinate the Provincial HRD Council and provide secretariat services. Manage the monitoring, evaluation and impact assessment of the implementation of the HRD Strategy. Co-ordinate and promote the implementation of the Provincial and National HRD Strategies. Plan and provide advisory services to institutions of higher learning, TVETs and Industries.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/130** : **DEPUTY DIRECTOR: INTEGRITY SERVICES REF NO: OTP: 10 / 24 / 07 (X1 POST)**
Directorate: Integrity, Security & Vetting Services
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
An undergraduate qualification (NQF level 6) in Policing/ Security Management/ Forensic Investigation/ Criminology or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in anti-corruption environment/ Integrity/ Investigations of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Coordinate and monitor establishment of the minimum anti-corruption capacity within provincial departments. Coordinate the implementation of anti-corruption education and awareness programmes. Coordinate and manage anti-corruption committees and forums. Monitor the implementation of the whistle blowing mechanisms. Coordinate and monitor the development of information management.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/131** : **DEPUTY DIRECTOR: PREMIER ADVISORY COUNCIL (BUSINESS) SECRETARIAT - PEGAC REF NO: OTP: 10 / 24 / 08 (X1 POST)**
Directorate: Premier Advisory Council (Business) Secretariat- PEGAC
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
An undergraduate qualification (NQF level 6) in Economics/ Business Management/ Development Studies or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Executive Support Services of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Coordinate and support the Premiers Employment Growth and Advisory Council (PEGAC). Provide Secretariat Support to PEGAC Technical Working

- Groups (TWGs) and their task teams. Streamline PEGAC inputs and its TWGs into the implementation of the LDP IAP through EXCO Cluster Committees and the Executive Council of the Province. Strengthen partnership between private sector, civil society, industry and Provincial Government and streamline PEGAC and TWGs inputs into the implementation of the LDP through EXCO cluster committees.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/132** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT COORDINATION REF NO: OTP: 10 / 24 / 09 (X1 POST)**
 Directorate: Human Resource Management Coordination
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
 : An undergraduate qualification (NQF level 6) in HRM / Public Administration or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Management of which three (03) years must be at Assistant Director level. PERSAL Certificate / A valid driver's license except for people with disability.
- DUTIES** : Coordinate, develop and manage implementation of Human Resource policies by all Departments. Coordinate appointment of all Heads of Departments. Coordinate effective management and implementation of Departmental HR Plans. Coordinate and Monitor HR Practices within the Provincial Administration. Coordination and management of PILIR in the Province.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/133** : **DEPUTY DIRECTOR: ODA REF NO: OTP: 10 / 24 / 10 (X1 POST)**
 Directorate: Inter-governmental Relations and Official Development Assistance (IGR & ODA)
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
 : An undergraduate qualification (NQF Level 6) in International Relations / Public Administration or equivalent qualification in the relevant field/ area as recognized by the South African Qualifications Authority (SAQA). A minimum of five (05) years' experience in Official Development of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Manage Official Development Assistance. Monitor, evaluate and report on Official Development Assistance Project Impact Assessment. Liaise and network with partners and International Agencies to foster International Cooperation. Implement Official Development Assistance guidelines and policy framework. Coordinate Corporate Social Investment.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C. Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

- POST 32/134** : **DEPUTY DIRECTOR: DEBT AND BANK RECONCILIATION REF NO: OTP: 10 / 24 / 11 (X1 POST)**
 Directorate: Financial Management and Accounting Services
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Financial Accounting/ Cost and Management/ Accounting or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of five (05) years' experience in Financial Management of which three (03) years must be at Assistant Director level. BAS Certificate / A valid driver's license except for people with disability.
- DUTIES** : Manage bank reconciliation. Manage and collect debts. Manage control expenditure and clear suspense accounts. Liaise with Provincial Treasury.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/135** : **DEPUTY DIRECTOR: PROTOCOL AND EVENTS MANAGEMENT SERVICES REF: NO: OTP 10 / 24 / 12 (X1 POST)**
 Directorate: Protocol and Events Management Services
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in International Relations/ Public Relations/ Events Management or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of five (05) years' experience in Communications/ Protocol/ Events Management of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Manage events. Manage the rendering of protocol services. Manage corporate gifts and flag bank.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/136** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: OTP 10 / 24 / 13 (X1 POST)**
 Chief Directorate: State Law Advisory Services
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R556 356 – R1 314 666 per annum, (OSD)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in LLB / B. URIS / B. Proc or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). At least eight (08) years' appropriate post qualification legal experience in Labour matter. Admission as an Attorney or an Advocate. A valid driver's license except for people with disability.
- DUTIES** : Ensure a well-coordinated civil & labour litigation service and represent the Provincial administration in conciliation, arbitration and labour court matters. Provide legal advice to the Provincial administration. Draft or edit labour related contracts and legal documents for the Provincial administration. Perform delegated and assigned duties.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

- POST 32/137** : **ASSISTANT DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP 10 / 24 / 14 (X1 POST)**
 Directorate: Public Sector HRD Programmes
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R552 081 – R650 322 per annum (Level 10)
 : Polokwane
 : An undergraduate qualification (NQF level 7) in Human Resource Development or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Human Resources Development and Training at a Supervisory level (HRD Practitioner / Training Officer level 7/8). A valid driver's license except for people with disability.
- DUTIES** : Assist in the development of policies and standard operating procedures. Co-ordinate and monitor the development and implementation of Developmental programmes (Internship, Learnership / Artisan Development, Experiential programmes and Gratitude Recruitment Scheme). Co-ordinate departmental bursaries. Develop and monitor implementation of Adult Education Training programmes in the Limpopo Provincial Departments.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/138** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM – REF: NO: OTP 10 / 24 / 15 (X1 POST)**
 Sub-Directorate: Performance Management Development System
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R552 081 – R650 322 per annum (Level 10)
 : Polokwane
 : An undergraduate qualification (NQF level 6) in Human Resource Development/ Human Resource Management or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Performance Management at a Supervisory level. PERSAL Certificate / A valid driver's license except for people with disability.
- DUTIES** : Provide guidance and support on transversal PMDS. Assist in monitoring and coordination of the implementation of PMDS. Co-ordinate and administer performance management and development system (PMDS). Conduct performance assessment and incentive system. Coordinate, facilitate and manage the performance agreements of HOD's.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/139** : **ASSISTANT DIRECTOR: RESEARCH AND MEDIA LIAISON REF NO: OTP 10 / 24 / 16 (X1 POST)**
 Directorate: Research and Media Liaison Services
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R552 081 – R650 322 per annum (Level 10)
 : Polokwane
 : An undergraduate qualification (NQF level 6) in Communication / Media Studies or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Communication at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Provide research services for executive council (EXCO) and the provincial government. Analyse and monitor media coverage and need trend. Coordinate public participation programme.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika

Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/140 : **ASSISTANT DIRECTOR: BUSINESS ANALYST: APPLICATIONS DEVELOPMENT AND MAINTENANCE REF NO: OTP 10 / 24 / 17 (X1 POST)**
Directorate: Department Government Information Technology Office (DGITO).

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Information Technology or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA). A Minimum of three (03) years' experience in supervising application Systems within the ICT environment. A valid driver's license except for people with disability.

DUTIES : Conduct Business Analysis Planning and Monitoring. Determine business requirements from stakeholders. Confirm and verify business requirements from stakeholder. Conduct Enterprise Analysis. Conduct Requirements Analysis. Assess and validate business solutions.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/141 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO: OTP 10 / 24 / 18 (X1 POST)**
Directorate: HRD, PMS and Employee Health and Wellness Programmes (EHWP)
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Health Science / Social Work or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Employee Health and Wellness Programme at a Supervisory level. Valid registration with statutory body. A valid driver's license except for people with disability.

DUTIES : Manage the implementation, evaluation and review of Employee Assistance Programme (EAP) in the Office of the Premier. Manage the implementation of Occupational Health & Safety (OHS) and compensation for Occupational Injuries and Diseases (COID). Manage the implementation of Health and Productivity Management at workplace in the Office of the Premier.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/142 : **ASSISTANT DIRECTOR: GOVERNMENT SUBSIDIZED VEHICLES REF NO: OTP 10 / 24 / 19 (X1 POST)**
Directorate: Supply Chain Management
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management / Transport Management or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Transport Management / Supply Chain Management at a Supervisory level (Senior / Admin Officer / Transport Officer level 7/8). A valid driver's license except for people with disability.

DUTIES : Administer the processing of application of government subsidized vehicles. Monitor and control the utilization of SMS, MMS, Scheme A & B vehicles. Process fuel claims for SMS, MMS, Scheme A & B users.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika

Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/143 : **ASSISTANT DIRECTOR: QUOTATION MANAGEMENT REF NO: OTP 10 / 24 / 20 (X1 POST)**

Directorate: Supply Chain Management

Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.

SALARY : R444 036 – R532 602 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Supply Chain Management / Logistics / Purchasing Management or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Supply Chain Management at a Supervisory level. A valid driver's license except for people with disability.

DUTIES : Facilitate sourcing of quotations. Facilitate evaluation of quotations. Render secretariat services to the sub-bid evaluation and sub-bid adjudication committees.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs: Khorommbi P / Kika Bham C. Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/144 : **ASSISTANT DIRECTOR: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP 10 / 24 / 21 (X1 POST)**

Directorate: Internal Controls and Compliance

SALARY : R444 036 – R532 602 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Internal Auditing or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA). A Minimum of three (03) years' experience in Internal Control and Compliance / Internal Auditing at a Supervisory level. A valid driver's license except for people with disability.

DUTIES : Assist in the development of Internal Control and Compliance Plan. Execution of Internal Control and Compliance Work. Compile the Reports of Internal Control and Compliance. Coordinate the execution of Liaison with Treasury, Internal Audit, Auditor General and other Stakeholders.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/145 : **PERSONNEL PRACTITIONER (CONDITIONS OF SERVICE) REF NO: OTP 10 / 24 / 22 (X1 POST)**

Directorate: Human Resource Management Services

SALARY : R376 413 – R443 403 per annum (Level 08)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Human Resource Management or equivalent qualification in related field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management. PERSAL literacy.

DUTIES : Handle of leave matters. Process overtime claims. Facilitate the processing of resettlement and relocation costs, medical aid, long service, pension benefits and payment of leave gratuity. Facilitate the processing of homeowner allowance, state guarantees on housing loans.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/146 : **DATABASE ADMINISTRATOR REF NO: OTP 10 / 24 / 23 (X1 POST)**

Directorate: Department Government Information Technology Office (DGITO)

SALARY : R376 413 – R443 403 per annum (Level 08)

- CENTRE REQUIREMENTS** : Polokwane
: An undergraduate qualification (NQF level 6) in Information Technology or equivalent qualification in related field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in ICT environment. A valid driver's license except for people with disability.
- DUITES** : Determine database requirements. Develop information systems databases. Maintain information systems database. Provide application maintenance and support.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/147** : **NETWORK CONTROLLER REF NO: OTP 10 / 24 / 24 (X1 POST)**
: Directorate: Department Government Information Technology Office
: Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403 per annum (Level 08)
: Polokwane
: An undergraduate qualification (NQF level 6) in ICT or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in an ICT environment. A valid driver's license except for people with disability.
- DUTIES** : Determine Network requirements. Provide LAN, WAN and Desktop Support Services. Monitor the Network environment. Provide the IT Server Support.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/148** : **STATE ACCOUNTANT: ACCOUNTS - REF NO: OTP 10 / 24 / 25 (X1 POST)**
: Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Financial Management. Skills And Knowledge: PERSAL & BAS knowledge will be an added advantage.
- DUTIES** : Administer general Accounts. Administer departmental salary payments. Liaise with Treasury; Internal Audit; Office of the Auditor-General and other stakeholders. Reconcile payments.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/149** : **STATE ACCOUNTANT: BUDGET PLANNING REF NO: OTP 10 / 24 / 26 (X1 POST)**
: Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Financial Management.
- DUTIES** : Assist on Budget Planning. Distribute monthly expenditure and commitment Reports. Complete cash flow activities.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

- POST 32/150** : **LABOUR RELATIONS OFFICER REF NO: OTP 10 / 24 / 27 (X1 POST)**
Directorate: Labour Relations
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Labour Relations/ Human Resources, Labour Law or equivalent qualification in related field/ area as recognized by the South African Qualifications Authority (SAQA). A minimum of one to two (1 - 2) years' experience in Labour Relations/ Human Resources environment.
- DUTIES** : Facilitate Resolutions of Grievances. Facilitate Misconduct. Facilitate Dispute Resolutions. Handle logistical arrangements for the Unit.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/151** : **ADMINISTRATIVE OFFICER: GOVERNMENT SUBSIDIZED VEHICLES REF NO: OTP 10 / 24 / 28 (X1 POST)**
Directorate: Supply Chain Management
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management / Transport Management or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Supply Chain Management / Transport Management. A valid driver's license except for people with disability.
- DUTIES** : Capture fuel claims for subsidized vehicles, SMS, MMS and scheme B. Capture applications for subsidized vehicles. Update commitment register. Update contracts for schemes.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/152** : **ADMINISTRATIVE OFFICER – INVENTORY MANAGEMENT SERVICES REF NO: OTP 10 / 24 / 29 (X2 POSTS)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Supply Chain Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Supply Chain / Logistics Management. A valid driver's license except for people with disability.
- DUTIES** : Order and receive inventory items. Issue inventory items. Conduct monthly spot – checks and assist with quarterly stock-taking. Safeguarding of Stores.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/153** : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: OTP 10 / 24 / 30 (X1 POST)**
Directorate: Financial Management and Accounting Services
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Financial / Accounting Management or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum

- of (02) years' experience in Salary Administration. A valid driver's license except for people with disability.
- DUTIES** : Administer the accurate payment of salaries, wages and allowances to all employees. Process Human Resources advices on salaries in PERSAL and management of salary-related debts. Administer performance of Tax and other Statutory Deductions reconciliations and render Departmental monthly tax returns to SARS and advices to employees and third parties. Process Subsistence and Travel, Transport / Fuel and Overtime Claims.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/154** : **ADMINISTRATIVE OFFICER – ASSET, DISPOSAL AND FINANCIAL SYSTEMS REF NO. OTP 10 / 24 / 31 (X1 POST)**
Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Accounting / Economics or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (2) years' experience in Asset Management.
- DUTIES** : Responsibilities: Administer assets and asset register. Receive and distribute new assets. Administer the disposal of assets.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/155** : **ADMINISTRATIVE OFFICER – OSC, OLDER PEOPLE & MILITARY VETERANS REF NO: OTP 10 / 24 / 32 (X1 POST)**
Directorate: Special Programmes
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Public Administration / Social Sciences or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Administration. A valid driver's license except for people with disability.
- DUTIES** : Coordinate the improvement of mainstreaming of children, older persons and military veterans programmes. Coordinate advocacy programs for children, older persons and military veterans programmes. Coordinate capacity building for children, older persons and military veterans. Coordinate procurement processes for children, older persons and military veterans.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/156** : **ADMINISTRATIVE OFFICER: GENERAL RECORDS REF NO: OTP 10 / 24 / 33 (X1 POST)**
Directorate: Records and Facilities Management Services
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Information Science/ Archives & Records Management or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Records Management. A valid driver's license except for people with disability.

- DUTIES** : Supervise incoming and outgoing post / mail. Handle remittance register. Supervise the management and maintenance of general records. Supervise messenger / driver services and registry clerks. Administer implementation of systematic disposal program.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/157** : **CLEANER REF NO: OTP 10 / 24 / 34 (X5 POSTS)**
 Directorate: Records and Facilities Management Services (Work Environment)
 2 of 5 posts are Re-advertisements: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R131 265 – R154 626 per annum (Level 02)
- CENTRE** : Polokwane
- REQUIREMENTS** : NQF level 1 or 2 (Grade 8 / 9) (AET/ ABET level 2 certificate).
- DUTIES** : Provide cleaning services by cleaning offices, restrooms, corridors, elevators and passages. Keep and maintain cleaning materials and equipment.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
PROVINCIAL TREASURY**

- APPLICATIONS** : Applications must be submitted by email to: mptrecruitment@mpg.gov.za. Applications must be sent on pdf format (maximum size: 5MB) and indicate on email subject: Name of Post and Post Reference Number
- CLOSING DATE** : 20 September 2024
- NOTE** : Please note the following: Applications must include completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's licence and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check process not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference and social media). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. All Senior Management Service (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Applicants who have previously submitted their applications are encouraged to apply. Shortlisted candidates may be required to undergo skills assessment where necessary. Appointment of Senior Management post will be subject to successful completion of the Senior Management Pre-Entry Programme offered by the National School of Government. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms_pre-entry_programme. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

MANAGEMENT ECHELON

- POST 32/158** : **DIRECTOR: INFORMATION TECHNOLOGY REF NO: MPT 01/2024**
Chief Directorate: Assets and Liabilities Management
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
- CENTRE** : Mbombela
- REQUIREMENTS** : A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Computer Science/ Information Technology with a minimum of 5 years' experience in middle management within the Information Technology environment. A valid driver's license. Skills and Competencies: Knowledge and experience in IT Management, IT Programme/Projects or Enterprise Architecture environment, PFMA, IT Governance Framework implementation and monitoring, ICT Support Management, Information Security Monitoring, IT Risk Management and Network Management Monitoring, HR practice and procedures, Administrative procedures, Information Technology Management processes and procedures and other such legislative frameworks. Extensive knowledge of Local Area Networks (LAN) and Wide Area Networks (WAN). Exposure to UNIX, Windows Server, TCP/IP, GROUPWISE and M365. Must

be knowledgeable in the management and monitoring of IT Governance Steering Committee Compliance, Project management, Strategic and Innovative thinking. Possess good Diagnostic, Strategic and Conceptual Orientation skills, Innovative thinking, Problem solving skills and be Self-driven. Be in the possession of a valid driver's license and be willing to travel. Good Communication and Interpersonal skills. Change management. Time management skills. Analytical skills. Ability to manage an IT Directorate, with multiple projects. Knowledge and experience in the implementation of Enterprise Architecture strategies, IT Strategies, policies, processes and methodologies. Leadership experience in implementing, multi-layer/large, cross-functional IT projects. Comprehensive understanding of the PFMA, Treasury regulations and other related prescripts, IT Governance, IT Programme/Projects or Enterprise Architecture environment, IT Risk Management and related Frameworks will be an added advantage.

DUTIES : Managing the IT Directorate, with multiple client Departments. IT Project Management. IT Governance Framework implementation. IT Security Planning, Management, Implementation and Monitoring. Manage information technology contracts and SLA's. Responsible for overall direction of IT in the Province and portfolio monitoring and advice for decision-making. Ensuring Directorate activities remain in line with Departmental and Provincial Strategies. Maintain an IT Service Desk for client departments. Co-ordinate the IT need analysis to identify changes in business functions and processes, information and technology capabilities. Align ICT investments with business direction, while minimizing risk, balancing cost and delivering higher-quality information and adaptive solutions. Ensure that the respective business applications, data and technology perspectives are in line with the organisation's technology and governance strategies, policies and standards. Recommend and participate in the analysis, evaluation and development of enterprise long-term strategic and operating plans to ensure that the EA objectives are consistent with the enterprise's long-term business objectives. Implement the strategy for the development of Systems/IT/technology architecture. Manage the customer's requirements with resource constraints (e.g. application size network bandwidth, hardware/software/equipment, budgets, etc) to ensure that the value of projects is realized. Develop the IT Strategy. Management of human resources, finance and assets. Develop and monitor implementation of IT audit action plan.

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

POST 32/159 : **DIRECTOR: PLANNING REF NO: MPT 02/2024**
Directorate: Planning

SALARY : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Mbombela

REQUIREMENTS : A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Public Administration/Public Affairs/Public Management with a minimum of 5 years' experience in public sector policy and planning at middle management level. A valid driver's license. Skills and Competencies: Knowledge of government legislation and Treasury Regulations. Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Good written and verbal communication, report writing, presentation, strategic thinking and managerial skills.

DUTIES : Facilitate and coordinate operational and strategic planning process. Monitor and report on organisational performance and policy development. Coordinate change management and service delivery improvement. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Coordinate the evaluation of the impact of departmental projects and programmes. Coordinate Batho Pele programmes. Management of human and financial resources of the Directorate.

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

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

CLOSING DATE : 30 September 2024

NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 32/160 : **CHIEF DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 12/2024 R1**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate degree (NQF 7) in agriculture or agricultural economics; 5 years of experience at a senior managerial level; Valid driver's license, or alternative mode of transport for people with disabilities. Recommendation: Proficient in two of the official languages of the Western Cape Province. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; and Analytical ability, motivational ability, negotiation - and persuasion ability, ability to function on a conceptual level.

DUTIES : Exercise oversight over the project management agenda of Casidra; Enable agrarian reform to smallholder and commercial farmers through sustainable agricultural development services; Oversee the provision of extension and advisory services to farmers; Oversee the successful implementation of food security projects; Provision of Strategic Leadership and Management; Promote the integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international); and Manage the planning and reporting on the Conditional grants of the Programme.

ENQUIRIES : Mr Darryl Jacobs T Tel No: (021) 808 5013

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

OTHER POSTS

POST 32/161 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE, REF NO: AGR 46/2024**

SALARY : Grade A: R371 253 per annum

		Grade C: R556 080 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Agriculture, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Professional Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. Recommendation: A valid driving license (Code B or higher). Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer; People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Self-motivated, Ability to work under pressure.
<u>DUTIES</u>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input 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; Liaise with relevant stakeholders on engineering related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Roscher at (083) 675 1315 To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	30 September 2024
<u>POST 32/162</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER (ELSENBURG) REF NO: AGR 44/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Department of Agriculture, Western Cape Government An appropriate National Diploma/B-Degree (or higher qualification); A minimum of 2 years relevant experience in community development / rural development including agri worker environments. Recommendation: A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Community development, rural development and agri worker sector; Maintaining a record management system; Record minutes and decisions at meetings; Relevant legislation/policies/ prescripts and procedures; Basic financial administration. Skills in the following: Computer literacy in MS Office Packages and internet research capabilities; Communication skills (written and verbal); Strong organisational and leadership abilities; Ability to work independently and as part of a team.

DUTIES : Project management; Facilitation, implementation and participation in community outreach and Awareness sessions; Training and capacity building; Stakeholder engagements within the rural community context; Compliance in financial management policies and prescripts; Administration and report writing.

ENQUIRIES APPLICATIONS : Ms D Strydom Tel No: (021) 808 5086
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 30 September 2024

POST 32/163 : **LECTURER: SOIL SCIENCE (ELSENBURG) REF NO: AGR 48/2024**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 4-year BSc degree (equivalent or higher qualification) in Agriculture majoring in Soil Science; A minimum of 3 years appropriate experience in Soil Science; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven working knowledge of training in Soil Science. Competencies: Knowledge of the subject field; Proven knowledge of Soil Science. Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES APPLICATIONS : Ms N Chokoe Tel No: (021) 808 7049
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 30 September 2024

POST 32/164 : **HANDYMAN: FARM SERVICES (OUTENIQUA) REF NO: AGR 47/2024**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Agriculture, Western Cape Government
: Basic literacy and numeracy (ABET Level 4/Grade 9); A minimum of 6 months appropriate experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in general farm infrastructure development and maintenance activities; Able to handle and carry weights of up to 50kg. Competencies: Knowledge of the following: Infrastructure development; Infrastructure maintenance; Research Projects;

		General farm work/activities; General farm infrastructure development and maintenance activities; Good communication skills; Ability to work well within a team and independently; Ability to do physical work/activities.
<u>DUTIES</u>	:	Infrastructure development; Infrastructure maintenance; General Farm work/activities; Assist with Research Projects.
<u>ENQUIRIES</u>	:	Mr.H.S. Gerber at (083) 642 7293 / Tel No:(044) 803 3727
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>CLOSING DATE</u>	:	30 September 2024
<u>POST 32/165</u>	:	<u>FARM AID: FARM SERVICES: OUTENIQUA REF NO. AGR 45/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 3 Grade 7). Recommendation: Senior Certificate (Grade 12); Proven experience in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems. A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and skills of general farm work and maintenance; Knowledge and skills of working with Research farm animals and pasture; Ability to handle and carry weights of up to 50kg; Basic communication skills.
<u>DUTIES</u>	:	Perform routine activities of crop production e.g. planting, harvesting, irrigation; Perform routine activities of livestock e.g. caring, dipping and dosing; Performing general farm activities e.g. cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure e.g. maintain fences roads and pipelines.
<u>ENQUIRIES</u>	:	Mr.H.S. Gerber at (083) 642 7293 / Tel No:(044) 803 3727
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 30 September 2024

POST 32/166 : **FARM AID: FARMING (ELSENBURG) REF NO: AGR 49/2024**

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
: Department of Agriculture, Western Cape Government
: Basic literacy and numeracy (ABET level 3 Grade 7). Recommendation: Senior Certificate (Grade 12); Proven experience in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems. A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and skills of general farm work and maintenance; Knowledge and skills of working with Research farm animals; Ability to handle and carry weights of up to 50kg; Basic communication skills.

DUTIES : Perform routine activities of crop production e.g. planting, harvesting, irrigation; Perform routine activities of livestock e.g. caring, dipping and dosing; Performing general farm activities e.g. cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure e.g. maintain fences roads and pipelines.

ENQUIRIES APPLICATIONS : Mr. BB (Bennie) Aucamp Tel No: (021) 808 5222 or (083) 641 5161
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive

preferences. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 30 September 2024

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 30 September 2024

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

OTHER POSTS

POST 32/167 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: CAS 40/2024**

SALARY : R376 413 per annum (Level 08)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) with Accounting/ Financial Management; A minimum of 3 years relevant experience in a Financial Management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Treasury Regulations; Basic Accounting System (BAS); Medium Term Expenditure Framework budget process and procedures; Adjustments estimate process and procedures; Skills in the following: Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal) skills; Computer literacy skills; Planning and Organising; Ability to work independently and as part of a team.

DUTIES : Co-ordination and consolidation of monthly expenditure and revenue reports; Assist with the compilation of In-Year Monitoring (IYM) report to ensure effective, efficient revenue and expenditure reporting; Assist with the compilation of the Interim Financial Statement (IFS) and Annual Financial Statements (AFS); Assist with the compilation of final virement; Supervise and manage staff.

ENQUIRIES : Ms Y Danileyo Tel No: (021) 483 9553 or email: Yonela.Danileyo@westerncape.gov.za

POST 32/168 : **DATA ANALYST: YOUTH-SERVICE AND AFTER SCHOOL PROGRAMME SECTOR REF NO: CAS 15/2024 R1**
(12 Month Contract Position)

SALARY : R308 154 per annum (Level 07), plus 37% in lieu of benefits

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Strategy Development, Management, Data Systems Development or Data Analysis; A minimum of 1 year experience in the data field. Recommendation: Masters degree in Information Systems, Economics, Mathematics, Statistics, Finance; Experience in the after school sector, research and knowledge management; A valid (Code B or higher driving licence). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Social Science; Information Sciences; Quantitative and qualitative analytical capability; Ability to perform the following: Interpret and present complex data and statistics for a non-technical audience (written, visually and verbally); Ability to work with people from diverse backgrounds; Skills needed: Organising and executing; Coping with pressures and setbacks; Written and verbal communication; Proven computer literacy; Programming and API development.

- DUTIES** : Data systems development and management including adapting and refining information systems and tools for data collection and management; Data management and analysis for both youth and beneficiary data including analysing data and identify problems and potential solutions. This includes managing data capture, merging of multiple data sets, analysis of results, analysis of trends and commentary on these to assist managers make evidence-based decisions; Building the capacity of partners and the admin team to support the data needs of the organisation; Packaging data for presentations and decision making; Communications with stakeholders (internal and external) on data gathering, systems and analysis of data.
- ENQUIRIES** : Mr W Crawford Tel No: (021) 483 9844

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 30 September 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 32/169** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DEDAT 24/2024**

- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : An appropriate Advance Diploma/B-Degree (equivalent or higher qualification) majoring in Auditing and/or Financial Accounting; A minimum of 3 years relevant experience in Internal Control, Governance or similar environment. Recommendation: Supervisory experience in Auditing, Accounting or similar environment. Competencies: Knowledge of the following: Report writing; Communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skills (written and verbal); Ability to work independently and as part of a team.

- DUTIES** : Provide Assurance Services; Management of irregular, fruitless and wasteful expenditure and investigations; Report to key stakeholders on the financial governance and compliance environment; Co-ordination of internal and external auditors; Policy formulation, drafting of internal control policy and training.

- ENQUIRIES** : Ms B Mott Tel No:(021) 483 9088

- POST 32/170** : **ASSISTANT DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT (RECORDS MANAGEMENT) REF NO: DEDAT 25/2024**

- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in information management and data management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate B-Degree. Competencies: Knowledge of the following: Knowledge and Information management; Public Service legislation, including POPI, PAIA, PAJA; Management and people management principles; Records management systems; Electronic content management; Policies and

prescripts related to records and knowledge management; Project management Skills in the following: Written and verbal communication; Proven computer literacy; Numeracy; Planning and organising; Problem-solving; Analytical; Facilitation and presentation; People management and empowerment; Project Management.

DUTIES : Manage knowledge and information services within the Department; Develop and maintain electronic content management (ECM) systems; Develop and maintain departmental physical records system; Provide a registry service; People Management; Assist with coordinating the ICT Steering Committee, User Access Management of departmental systems and ICT governance; Support the coordination of ICT plans and risk management within the Department.

ENQUIRIES : Mr D Stevens Tel No: (021) 483 9243

DEPARTMENT OF HEALTH AND WELLNESS

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

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

ERRATUM: Kindly note that the Post 30/310: Registrar (Medical (Internal Medicine) (4 Year Contract) with the Salary of Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs). Centre: Groote Huur Hospital advertised in Public Service Vacancy Circular 30 dated 23 August 2024 has been withdrawn

OTHER POSTS

POST 32/171 : **MANAGER: MEDICAL SERVICES GRADE 1**
Overberg District

SALARY : Grade 1: R1 348 635 per annum
CENTRE : Swellendam Hospital, Swellendam and Cape Agulhas Sub-districts
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel. Willingness and skills to do after-hour's clinical work. Competencies (knowledge/skills): Knowledge of organisational and management practices as applied to the analysis and evaluation of programmes and policies. Strong leadership, managerial and organizational skills. Good interpersonal skills, including public relations, negotiation, facilitation, and counselling skills as well as presentation and public speaking skills.

DUTIES : Ensure effective internal governance through efficient and effective strategic, operational and risk management of all health facilities in the Swellendam-and Cape Agulhas Sub-districts. Ensure effective external governance through liaison with all external stakeholders influencing service delivery within the sub-district, including statutory community governance structures such as the Health Facility Board and clinic committees, non-governmental departments, and private partners. Ensure cost-effective delivery of health care services in Hospitals and Primary Health Care facilities and the community-based services. Ensure effective management and control of human resources, employee relations and staff wellness in the Swellendam-and Cape Agulhas Sub-districts. Ensure effective and efficient clinical and support services within the sub-districts. Ensure effective and efficient information management within the sub-districts.

ENQUIRIES : Ms RM Bezuidenhout Tel No: (028) 214-5801
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Applicants will be subjected to competency assessment and practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/172</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Paediatrics. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. Inherent requirement of the job: Valid South African (Code B/EB) driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Ability to manage all Neonatal cases comprehensively including ventilation of tertiary level patients. Proven leadership abilities. Experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy.
<u>DUTIES</u>	:	Conduct ward rounds and oversee the daily operations of the neonatal department. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N Rhoda Tel No: (021) 659 5562
<u>CLOSING DATE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/173</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. Grade 2: A minimum of 5 years appropriate

experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Excellent competencies in the field of Upper Limb Orthopaedic Surgery. Ability to initiate own research projects and supervise research projects.

DUTIES : Provision of clinical service delivery at specialist level across the full spectrum of Hand Surgery. The specialist primary responsibility would be the Upper Limb Unit at Tygerberg Hospital. Provision of clinical service delivery at specialist level across the full spectrum of Orthopaedic Trauma Surgery. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of a wide range of "Portfolios". Develop, conduct and supervise research projects.

ENQUIRIES : Prof. J. Du Toit Tel No: (021) 938 9266
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 20 September 2024

POST 32/174 : **SENIOR REGISTRAR (MEDICAL) (PAEDIATRICS: NEONATOLOGY)**
(2 Year Contract)

SALARY : R1 271 901 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Experience: None after registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical experience in neonatology during registrar time. Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Managing ill neonates at all levels of care. Providing supervision and training of junior staff (doctors and nurses). Providing education and training to undergraduate and postgraduate students rotating in Neonatology. Liaising with other departments in the care of neonates.

ENQUIRIES : Prof R Solomons/ Dr G. Kali Tel No:(021) 938-9506.
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to

any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

- CLOSING DATE** : 20 September 2024
- POST 32/175** : **REGISTRAR (MEDICAL)**
Chief Directorate: Emergency And Clinical Services Support
(4 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute (OFPI)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Display knowledge and all other prescripts that concerns the functioning of a Forensic Medicine Department and continuous learning and improvement of knowledge and skills. Ability to adhere to requests, follow advice and instructions from consultants and conform to divisional protocols. Ability to adhere to safety standards. Problem solving abilities, as can be expected from a Registrar in Forensic Pathology Service. Continuous academic input and contribution, including case and topic presentations, conference participation, research and participation in all academic activities in the Division. Ability to successfully complete at least one research project and submit such research manuscript for publication in a peer-reviewed journal. Ability to communicate clearly and discreetly in person and in writing. Ability to travel to peripheral FPS facilities should it be required to render a supportive function at other facilities in terms of service delivery requirements. Ability to work well within a group at all levels of authority. Ability to consult with the responsible consultant when unsure of how to proceed with a case or related problem and inform a consultant whenever any work-related complication arises. Ability to work under pressure. Organizational skills. Rendering effective and efficient service under consultant supervision. Computer literacy (i.e., MS Word, Excel, Power Point and Internet research). Medical Research capabilities. Other: Registrars will be required to register as post-graduate students with the University of Cape Town of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. * All applicants must be South African citizens or permanent residents. It will be expected of the successful candidate to participate in a system of Remunerated Commuted Overtime. Employees in service who opt to continue with their pension benefits as Registrar will be required to resign after completion of their Registrarship should they not be successful for advertised Specialist positions. Appointment of Registrars will be for a maximum contract period of 4 years (or 5 years dependent on the minimum requirements of the post). It may become necessary to second/transfer staff to another hospital/ institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason, the appointment of the Registrar also discontinues.

- DUTIES** : To compile reports as per the standards of the Division and Law Courts. Teaching and training as per the standards of the Division and Research for MMED. To render effective and efficient service delivery to all stakeholders as per the standards of the Division. To provide Court testimony as per the standards of the Division. To provide administrative support and support to the Head Clinical Unit and Head of Department as per the standards of the Division.
- ENQUIRIES APPLICATIONS** : Dr Y Van Der Heyde Tel No: (021) 447 2496/7
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment for the prescribed registration fees to the relevant council are submitted on or before the day on interview. Candidates who are deemed "registrable" may also apply. The appointment of successful applicants will only be effected once proof of application for registration or proof of registration is provided.
- CLOSING DATE** : 20 September 2024
- POST 32/176** : **REGISTRAR (MEDICAL) (CARDIOTHORACIC SURGERY)**
(5 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Registration with a professional council: Registration with the HPCSA as an Independent Medical Practitioner. Inherent requirements of the job: After-hour roster duties. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): FCS (SA) Part 1 and intermediate. Knowledge of medicine at the level of a medical practitioner with FCS primary and Intermediate or equivalent. General surgery and ICU experience. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Commitment and dedication to patient care. Physical, mental and psychological ability to ensure demands of routine and emergency care are met. Ability to work as a team and lead effectively when required.
- DUTIES** : Provision of clinical service delivery at registrar level for Cardiothoracic Surgery. Pre-operative work-up of patients. Intra-operative management of patients. Post-operative patient care including ICU. Active participation in training and research. Punctual administrative duties including accurate and neat record keeping. Good communication with staff, colleagues and patients. Effective supervision of all personnel and subordinates. Function within departmental norms and standards.
- ENQUIRIES APPLICATIONS** : Ms F Jacobs Tel No: (021) 938-9438
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document.

		Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.”
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/177</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL SURGERY) (X2 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS part 1 as well as at least 2 years clinical experience in Surgery and/or Trauma. A current certificate of ATLS and Basic Surgical Skills course completed. Competencies (knowledge/skills): FCS part 2 and experience in research/publications. Effective leadership and interpersonal skills.
<u>DUTIES</u>	:	Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of general surgery, trauma, and burn care. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to surgery, trauma, and burn care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Brand – mbran@sun.ac.za Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.”
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/178</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL INTERNAL MEDICINE)</u> (4 Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be

appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): FCP(SA) Part 1 completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Other Internal Medicine related Post-Graduate Medical Diploma, Certificate or Degree may offer advantage. Experience in Internal Medicine is preferred.

DUTIES : Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital. Perform onsite after-hours duties as per call roster. Provide supervised medical care in sub-speciality medical disciplines as per training program roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Internal Medicine specialist. Involvement in research/audits relating to Internal Medicine.

ENQUIRIES : Dr N Schrueder Tel No: (021) 938-5731
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

CLOSING DATE : 20 September 2024

POST 32/179 : **REGISTRAR (MEDICAL) (OPHTHALMOLOGY)**
(5 Year Contract)

SALARY : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Applicants must have a FCOphth part 1 (all 3 modules). Competencies (knowledge/skills): Post-internship experience in Ophthalmology (under onsite supervision of a registered ophthalmologist). The Diploma in Ophthalmology and additional ophthalmology experience are strongly recommended. Ability to work in a professional team. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Experience with teamwork, planning, organizing and coordination. Excellent administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Knowledge and practical

		skills for safe cataract surgery and management of ophthalmic emergencies. Knowledge and appropriate use of equipment. Minimum of 50 complete cataract surgeries performed.
<u>DUTIES</u>	:	Provision of safe eye care to patients. Pre-op assessment of patients, operative management of ophthalmic conditions and post-operative care of patients. Out-patient management of chronic eye conditions. Management of patients admitted to the Eye ward. After hours management of emergency eye conditions and eye trauma. Learning the art and science of eye care medicine and surgery. Attending tutorials and assisting with the training of medical students, nursing staff and ophthalmic assistants. Involvement in research/audits relating to ophthalmology. Administration of registrar rosters and the teaching program. Improving professional competence by regular self-learning and reflection with the application of current evidence.
<u>ENQUIRIES</u>	:	Prof L Visser Tel No: (021) 938-5519
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/180</u>	:	<u>REGISTRAR (MEDICAL) (OTORHINOLARYNGOLOGY)</u> (5 Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Registrars could be required to work across the training platform on request. Competencies (knowledge/skills): Current ATLS certification. Experience as a Medical Officer in a recognized ENT training unit are essential. FCS Primary Examination passed, having done research (and particularly having published), additional postgraduate qualifications and certificates. Evidence of effective leadership & interpersonal skills are essential (as per CV and references).
<u>DUTIES</u>	:	Provision of safe surgical care and ambulatory care of ENT patients. Peri-operative care of ENT surgical patients. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to ENT.
<u>ENQUIRIES</u>	:	Ms N Abrahams Tel No: (021) 938 9041
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution

during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.”

- CLOSING DATE** : 20 September 2024
- POST 32/181** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Sourcing, Sub-directorate: Clinical Sourcing
- SALARY** : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Head Office, Cape Town
Minimal educational qualification: Appropriate three-year National Diploma/Degree or NQF 6. Experience: Appropriate experience in the procurement of clinical-related goods and services in a healthcare environment. Inherent requirements of the job: Valid (Code B/EB) Drivers' licence. Ability to handle matters of a confidential nature. Competencies (knowledge/skills): Sound problem-solving and presentation skills. Computer literacy (MS Excel, Word, PowerPoint, Outlook). Good numerical and analytical skills. Excellent verbal and written communication skills. Knowledge of the Public Finance Management Act (PFMA), Provincial Treasury Regulations. Knowledge of the Department's Accounting Officer's System and the Delegations.
- DUTIES** : Manage Project-, Acquisition-, People-, Contract and Supplier Performance Management. Ensure compliance to and implementation of relevant legislation, practice notes, instruction notes and Departmental policies. Ensure good governance and monitoring of all transversal bidding processes for clinical commodities. Responsible for the analysis of market-industries, costing and clinical demand. Leading a team of procurement specialists to deliver efficient transversal contracts timeously and in a cost-efficient manner. Developing and implementing policies and tools to facilitate strategic and transactional sourcing of clinical-related goods and services. To provide an integrated demand, acquisition and contract management service of clinical commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health and Wellness with a focus on: Commodity-based lifecycle costing. End-to-end management of the sourcing process. Supplier relationship and performance management. Internal stakeholder management delivery of optimal commercial benefits to the department. Optimising clinical led intervention on products for cost savings. Efficiently integrating clinical needs into procurement processes.
- ENQUIRIES APPLICATIONS** : Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : Candidates may be required to do a practical test.
- CLOSING DATE** : 20 September 2024
- POST 32/182** : **PHARMACIST: GRADE 1 TO 3 (CHRONIC DISEASE MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R804 609 per annum
Grade 2: R869 796 per annum
Grade 3: R949 146 per annum

		A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Northern/Tygerberg Sub-structure
	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with SAPC as a Pharmacist. Proof of current (2024) registration. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy. Improvement Experience in medicine access modalities. Experience in working as a member of a multidisciplinary team. Experience in stakeholder engagement. Experience in quality and data management.
<u>DUTIES</u>	:	Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess and monitor compliance w.r.t Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health setting.
<u>ENQUIRIES</u>	:	Ms. T. Parker Tel No: (021) 815 8876
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/183</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (OUTPATIENTS DEPARTMENT)</u>
<u>SALARY</u>	:	R520 560 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as

- Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving decision making, public speaking, conflict resolution and interpersonal/communication skills, the ability to function independently as well as part of the multi-disciplinary team and have 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, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
- DUTIES** : Responsible for the co-ordination and delivery of within the relevant departments, participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, 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 the 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. Maintain ethical standards and promote professional development.
- ENQUIRIES** : Ms A Moodley Tel No: (021) 404 2115
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 20 September 2024
- POST 32/184** : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE HEALTH)**
Garden Route District
- SALARY** : Grade 1: R520 560 per annum
- CENTRE** : Oudtshoorn Sub-district and Kannaland Sub-districts
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwifery. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Competencies (knowledge/skills): Good interpersonal relations, leadership and good communication skills Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC) Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Provide comprehensive support for the Oudtshoorn/ Kannaland Sub-district Primary Health Care management teams to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners. Support Oudtshoorn and Kannaland Sub-Districts to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation, and analysis of statistical data.
- ENQUIRIES** : Ms NC Jackson Tel No: (044) 203-7205
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Clinical Programme Coordinators posts

		within the Garden Route District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/185</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health Skills to plan, organize and coordinate the service by analyzing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Mental health unit.
<u>DUTIES</u>	:	Use expert knowledge and skills to ensure quality appropriate patient care is met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Mental Health service. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for other Professional Nurse Specialty: Psychiatry posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/186</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Phola Park Clinic (X1 Post)

<u>REQUIREMENTS</u>	: E De Waal Mobile (X1 Post), Drakenstein Sub District Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	: Manage the burden of disease, renders clinical services. Manage stats and assist Operational manager with administration functions. Implement nursing care management activities according to the Standards of Practice and Scope of practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.
<u>ENQUIRIES</u>	: Ms J Bosch Tel No: (021) 862 4520
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
<u>CLOSING DATE</u>	: 20 September 2024
<u>POST 32/187</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (NIMART TRAINING AND NIMART MENTOR)</u> Cape Winelands District (One Year Contract)
<u>SALARY</u>	: Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum Annual salary plus 37% in lieu of service benefits
<u>CENTRE</u>	: Cape Winelands District Office, Worcester
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: A valid (code B/EB/C1) driver's license. NIMART trained/qualified and

<u>DUTIES</u>	:	experience/practice in NIMART patients. Willingness to travel across the district. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Computer skills (MS Office Excel, PowerPoint and Word). Coordinate facilitate learning opportunities for Registered Professional Nurses in NIMART and all relevant nurse prescribing related training. Coordinate and facilitate the in-service training and updating of skills. Facilitation of updating already NIMART trained Professional Nurses. Evaluate and Assess the competencies and skills of nursing personnel. Effective management and utilization of human resources.
<u>ENQUIRIES</u>	:	Ms R Balie Tel No: (023) 348 8122
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/188</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Franshoek Groendal CDC (X2 Posts) Don and Pat Bilton CC (X1 post), Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment: Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the South African Nursing Council 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 the specific specialty after obtaining the 1-year post-basic qualification with SANC. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Prepared to work at different facilities within the Sub District inclusive a Mobile when needed within the community (COPC concept). Competencies (knowledge/skills): BANC and PACK training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Management of Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on time. Assist with the managing of human resources. Financial, SCM, Strategy & Health Support, Infrastructure and Equipment Management.
<u>ENQUIRIES</u>	:	Ms MM Muller Tel No: (021) 808-6109
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.

- CLOSING DATE** : 20 September 2024
- POST 32/189** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. Registration with a professional council: Registration with SANC as Professional Nurse and Midwifery. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other units within the Maternity department. Competencies (knowledge/skills): Problem solving, report writing, liaison and facilitation skills. Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
- DUTIES** : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Maternal and Neonatal units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care of maternal and neonatal patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.
- ENQUIRIES APPLICATIONS** : Ms G Williams Tel No: (021) 404-4257
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing.
- CLOSING DATE** : 20 September 2024
- POST 32/190** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATOLOGY AND NEONATAL ICU) (X2 POSTS)**
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
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 Child Nursing Science or Medical and Surgical Nursing

Science: Critical Care Nursing: Child Nursing. 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 after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): 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, and Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department.

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

NOTE : 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 Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Child Nursing.

CLOSING DATE : 20 September 2024

POST 32/191 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Central Karoo District

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

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

DUTIES : Assist with the management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with

		the community structures and NPO's. Collect data and submit reports on or before time. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management. Provide PHC services to the surrounding farming communities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms FK Fass Tel No: (049) 844-0053
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for other Clinical Nurse Practitioner posts within the Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/192</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE REQUIREMENTS</u>	:	Cederberg Sub-district
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration in nursing with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Psychiatry speciality after obtaining the 1-year post-basic qualification in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's license and the willingness to travel. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care. Computer literacy.
<u>DUTIES</u>	:	Plan, coordinate and facilitate effective and efficient mental health service within the Sub-District following applicable policies and procedures. Provide a comprehensive mental service and liaising with all relevant role-players. Monitoring and evaluation of services indicators and outcomes to ensure quality. Support and provide capacity building to staff. Promote community awareness, development and participation and identifying of mental health problems.
<u>ENQUIRIES APPLICATIONS</u>	:	Sr M Sandt Tel No: (027) 482-1484
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are in possessions of the stipulated requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. The concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.
<u>CLOSING DATE</u>	:	20 September 2024

POST 32/193 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
West Coast District

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

CENTRE : Klawer Clinic (X1 post)
Lutzville Clinic (X1 post), Matzikama Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel to and support other Clinics in the Sub-district when needed. Willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). Excellent verbal and written communication skills. Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.

DUTIES : Assist with the management and execution of relevant Curative Programmes on PHC level. Rendering of an effective Child Health service and programmes, including school health and nutrition. Assist with the management and execution of all Women's Health services, including reproductive health and antenatal care. Assist with the management and execution of the HAST programme – TB management, STI management and HIV/AIDS management services.

ENQUIRIES : Dr JE Eygelaar Tel No: (027) 213-4070
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council.

CLOSING DATE : 20 September 2024

POST 32/194 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum

CENTRE : Mitchell's Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with the Health Professions Council: Registration with the HPCSA as a Radiographer in Diagnostic. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in the Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:**

A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Sound verbal and communication skills. Basic computer literacy skills. Inherent requirements of the job: Render a 24-hour service as determined by the department.

DUTIES : Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Participate in continuing professional development activities. Safe use and care of equipment. Assist with training of community service Radiographers and students. Participate in a after hour service of the department.

ENQUIRIES : Ms. M. Samuels Tel No: (021) 377-4799

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

CLOSING DATE : 20 September 2024

POST 32/195 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum

CENTRE : Oral Health Centres, Tygerberg/Mitchells Plain

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with the Health Professions Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of RSA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of RSA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.

DUTIES : Produce radiographs of optimum quality with excellent patient care. Responsible for accurate record keeping and other administrative duties within the Radiology department. Provide support to the Chief Radiographer and HOD. Maintain professional and ethical standards within the public service. Participate in self development activities. Participate in Continuous Professional Development activities and adherence to HPCSA guidelines within the profession. Responsibility to handle all equipment safely in keeping

		with SAHPRA standards. Assist with the training and supervision of Radiography, Dental and Oral Health undergraduate and post graduate students, pertaining to Dental Radiography.
<u>ENQUIRIES</u>	:	Ms N. Sprague Tel No: (021) 370 4418
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Radiographer (Diagnostics) 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.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/196</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCE (DICU) DICU METRO (X2 POSTS), GARDEN ROUTE (X1 POST)</u> Directorate: Financial Accounting (Head Office, Cape Town) on the premises of Stikland Hospital. York Park building, George
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in SCM, Finance, Accounting or Auditing. Experience: Appropriate experience in Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) manual driver's licence. Willingness to travel. Competencies (knowledge/skills): The ability to interpret and apply financial and SCM policies, procedures, and prescripts. Ability to compile reports and presentation thereof. Knowledge of inventory, assets, irregular expenditure, commitments, and accruals. Computer literacy (Microsoft Excel, Word, Power Point).
<u>DUTIES</u>	:	Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Evaluate inventory within the institutions and ensure that all inventory/warehouse items reconcile on the Accounting Systems of the department. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Report any discrepancies found and assist Institutional management to implement corrective measures.
<u>ENQUIRIES</u>	:	Mr N de Bruyn, email address (nick.debruyn@westerncape.gov.za)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/197</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Forensic Pathology Institute (OFPI), Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate Supervisory experience. Appropriate experience in Finance Appropriate experience in Administration, Supply Chain and Contract Management. Appropriate experience in LOGIS, EPS (Electronic Procurement System). Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Ability to work independently as well as in a team. Knowledge of BAS, CSD, SEB and ECM (Electronic Content Management). Knowledge in Asset Management, Human Resources and Labour Relations. May be required to work overtime. Ability to work under pressure and meet deadlines.

DUTIES : An effective People Management (Support). Effective and efficient management in the Support of the OFPI. Effective supervision of the SCM, stores and Assets in support of the OFPI. Effective and efficient Contract Management. Liaison between Service Provider, Staff, Contract Manager, Facility Manager and Section Heads.

ENQUIRIES : Ms TG Cornelius Tel No: (021) 836 0965/0

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

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

CLOSING DATE : 20 September 2024

POST 32/198 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CONTRACT MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum

CENTRE : Based on the Premises of Lentegeur Hospital and Western Cape Rehabilitation Centre in Mitchell's Plain

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in managing outsourced contract services, supervision, report-writing, interpreting contracts, contract service level specifications, monitoring and auditing service contracts. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Knowledge and ability to interpret and correctly apply Policies, Regulations, Instructions, and especially the service standards, service outputs and service level agreements of an integrated facility management service. Knowledge and understanding of integrated hard- and soft facilities management, monitoring and evaluation. High numerical literacy and good computer literacy (proficiency in Windows, MS-Office, PowerPoint, Excel and emails). Excellent communication, interpersonal and conflict management skills.

DUTIES : Efficient and effective monitoring, reporting and complaints management in respect of all hard- and soft facility management services rendered to the Department by a Service Provider. Train Department of Health and Wellness staff in respect of stipulated procedures, policies and protocols of a service level specification for integrated facility management service. Liaise between Department of Health and Wellness staff and Service Provider, Help Desk, Contract Manager and CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre. Monitor, evaluate and report on the compliance in respect of Integrated Facility Management Services rendered by a Service Provider. Monitor, record keeping and analyse all calls logged with the Help Desk. Compile monthly, quarterly and annual summary reports for Contract Manager/ CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre.

ENQUIRIES : Ms C Faulmann Tel No: (021) 370-2364

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment. The pool of applicants for the post of Administrative Officer: Support Services 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

POST 32/199 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**

SALARY : R308 154 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Administration (i.e. Salary Administration, Service Conditions, Personnel Management and Recruitment and Selection). Appropriate experience in Supervision. Appropriate PERSAL experience. Competencies (knowledge/skills): Knowledge of People management legislation and policies with the ability to understand and provide advice on policies. Ability to function effectively within a team environment with or without Supervision. Ability to function effectively in a stressful environment

		with a heavy workload. Computer skills (i.e. Microsoft Outlook, Excel, MS Word, PowerPoint, and PERSAL).
<u>DUTIES</u>	:	Manage all People management related functions within the PM unit in conjunction with the SAO: PM. Handle all appointments, service termination, salary administration, PILIR, RWOEE, WCA and general service conditions, auditing of leave and personnel files, debt management, pension administration and management of paysheets and commuted overtime. Assist to Maintain PM databases. Assist with Recruitment and selection. Provide advice regarding the application of People Management policies and prescripts. Assist with all telephonic and written queries related to PM. Manage and supervise PM staff and provide support to supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Share Tel No: (021) 658 5476
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/200</u>	:	<u>ADMINISTRATIVE OFFICER: ADMISSIONS (FEES DEPARTMENT: PATIENT ADMINISTRATION IN/OUT-PATIENTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum
	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the key Performance Areas (KPA`s) of the post. Experience: Appropriate experience in a Patient Administration environment including Hospital Information Systems. Competencies (knowledge/skills): Computer literacy. Good Communication skills and the ability to solve problems prioritise and analyse, this includes implementing processes and follow through. Ability to work under pressure and liaise with Professional Staff effectively and a strong sense of confidentiality. Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom, AR & Finance Instructions, Disciplinary Code of Conduct and SPMS processes.
<u>DUTIES</u>	:	In-patient and out-patient administration functions according to PGWC policies and procedures. Management of Clinicom, Billing (AR), ICD10 coding and other PGWC system computer duties in line with Revenue Generation projects. Manage HR, labour issues including disciplinary processes w.r.t staff and submit monthly reports and Statistics. Manage and monitor Data quality assurance, Admission, Cash collection, transfer and discharge of Inpatients and Outpatients as per PGWC Hospital Fees policies and CMI reports. Interpret Financial Instructions/policies and implement timeously and effectively. Managing CMI and various other reports effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Stewart Tel No: (021) 404 2217
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	20 September 2024
<u>POST 32/201</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X20 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum
	:	Grade 2: R375 480 per annum
	:	Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENT</u>	:	Groote Schuur Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with a professional council: - Registration with SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Competencies (knowledge/skills): Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. - Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or 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. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Short-listed candidates may be subjected to a compulsory competency test.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/202</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO GRADE 3 (GENERAL: MIDWIFERY) (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENT</u>	:	Groote Schuur Hospital
<u>REQUIREMENT</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. Registration with a professional council: Registration with SANC as Professional Nurse and Midwifery. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Competencies (knowledge/skills): Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or 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. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Short-listed candidates may be subjected to a compulsory competency test.
<u>CLOSING DATE</u>	:	20 September 2024

POST 32/203 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (CLINICAL NURSE TRAINING: CBS)**

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE REQUIREMENTS : Northern/Tygerberg Sub-structure
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. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwifery or Psychiatric. Experience: **Grade 1:** None. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job Valid (Code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Appropriate training/facilitation experience. Proficiency in report writing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Knowledge and understanding of Community Based Services and the NGO Sector. Computer literate in MS Office (Excel, Word and Power point), Access, Database management and MS Outlook.

DUTIES : Facilitate and teach the formal training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation of the Community Care Workers. Conducting, monitoring and evaluation of all training activities offered to Community Care Workers. Coordinate other nursing training according to need identified within the sub-structure.

ENQUIRIES APPLICATIONS : Ms. DJ Fourie Tel No: (021) 815-8883
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse; General CBS Training posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 20 September 2024

POST 32/204 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE REQUIREMENTS : Stellenbosch Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the Health Professions Council: Current registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Basic. Competencies (Knowledge/skills): Computer literacy (MS

	:	Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Inherent Requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to work in other wards inside hospital.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or 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 constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. RZ De Silva Tel No: (021) 808-6153
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse; General CBS Training posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/205</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum
	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate asset management experience. Competencies (knowledge/skills): Computer literacy (MS Office: Excel, word and PowerPoint). Knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury regulations and Policies. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Partake in the annual asset count and adhoc inspections. Disposal of redundant, obsolete and unserviceable items in accordance with policies. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Khan Tel No: (021) 404 2361
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/206</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT) (X2 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum
	:	EMS Supply Chain (Head Office)
	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain or Asset Management. Inherent requirements of the job: Valid Drivers' licence (Code B/EB). Willingness to travel. Computer literacy (MS Office package). Competencies (knowledge/skills): Excellent communication and interpersonal skills. Knowledge and exposure to the Public Finance Management Act

		(PFMA) and Regulations and SCM instructions. Knowledge of LOGIS (Logistical Information System) and SYSPRO would be advantageous.
<u>DUTIES</u>	:	Responsible for Asset Management at SCM head office, focusing Asset Warehouse Management. Asset disposal management and acquisition planning. Maintenance of asset registers and asset repairs. Ensure Audit Compliance, record statistics and file source documents. Handle telephonic and written enquiries from user departments. Assist with all general tasks within Supply Chain Management. Assist with all general tasks within Supply Chain Management. Assist with all general tasks within Supply Chain Management. Assist with all general tasks within Supply Chain Management.
<u>ENQUIRIES</u>	:	Ms T Dreyden Tel No: (021) 834-4607
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/207</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate procurement and overall supply chain experience. Appropriate experience in the LOGIS system. Inherent requirement of the job: Valid Drivers' license (Code B/EB). Computer literate (MS Office package, e-mail and internet). Competencies (knowledge/skills): Ability to work independently and function well in a team. Ability to prioritize and good problem-solving skills. Excellent communication and interpersonal skills. Ability to maintain accurate record keeping and reporting to the supervisor.
<u>DUTIES</u>	:	Processing of contract-related invoices for payment – receive and validate invoices. Manage supplier accounts – accurate record keeping of each account on a spread sheet. Supplier performance management. Maintain a specifications database – house and update a database. Governance and support – creation of orders, coordinate training etc.
<u>ENQUIRIES</u>	:	Mr C Erasmus Tel No: (021) 830 1161
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/208</u>	:	<u>ADMINISTRATION CLERK: REGISTRY</u> Chief Directorate: Metro District Health Services
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Metro TB Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate administration experience in a hospital environment, focused in the Registry department. Appropriate Clinicom experience. Competencies (knowledge/skills): Computer literacy (Ms Office package) Word and Excel Good communication skills (verbal and written). Good Planning and organisational skills.
<u>DUTIES</u>	:	Effective and efficient registry services by keeping a filing system according to Archive Act and ensure that documents are filed according to procedure. Ensure that CLINICOM procedure is complete. Control incoming and outgoing mail, distributing to the various departments. Manage the various Registry registers; make photocopies and maintain the function of the photocopy machine. Rendering an effective stationary service to hospital. Render effective support to supervisors and perform relief duties in the absence of registry/admissions clerks when required.
<u>ENQUIRIES</u>	:	Mr. C. Van Houten Tel No: (021) 508 8333
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024

<u>POST 32/209</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> (Cape Winelands Health District)
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: 248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Bonnievale Clinic, Langeberg Sub-district Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results and capture data. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards. Vacancy Details
<u>DUTIES</u>	:	Development and implementation of basic patient care. Responsible for patient care within SANC Scope of Practice and competency training as required. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community by participation in Community events and initiating awareness of health-related issues. Effective utilization of physical and financial resources within the limited budget constraints. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. E Pengelley, tel. no. (023) 626-8500
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/210</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: 248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Brewelskloof Hospital Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	Implementation of basic patient care plans, protocols and guidelines. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr NL Mahashe, Tel No: (023) 348 -1311

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/211</u>	:	<u>STAFF NURSE: GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Dysselsdorp Clinic, Oudtshoorn Sub District
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Health Professions Council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation. Relevant knowledge, skills, ability to give basic training and health talks.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control. Support the Operational Managers to obtain and maintain Ideal Clinic status.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NC Jackson, Tel No: (044) 203 7205
<u>CLOSING DATE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). 20 September 2024
<u>POST 32/212</u>	:	<u>STAFF NURSE: GRADE 1 TO 3 (FEMALE /CHILDREN'S WARD)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Vredendal Hospital, Matzikama Sub-District
	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Staff Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans, carried out under the supervision of the Professional Nurse, to deliver adequate patient care. Provide basic clinical nursing care to patients under the supervision of the Professional Nurse. Effective utilization of resources, including stock and

		equipment and proper maintaining thereof. Maintain professional growth and ethical standards and seek training opportunities.
<u>ENQUIRIES</u>	:	Mr LK Wagenaar, Tel No: (027) 213-2039
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/213</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R 227 070 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Proof of annual registration with the SANC. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/re cognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.
<u>DUTIES</u>	:	Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Maintaining professional growth, Ethical standards, and Self – Development. Provide ongoing health education to patient and next of kin. Record Keeping.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other vacant Nursing Assistant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/214</u>	:	<u>GENERAL WORKER STORES (X2 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Inherent requirement of the job: Capability to do strenuous physical labour. Willingness to work overtime when requested.
<u>DUTIES</u>	:	Deliver new assets to end-users, unpacking of new assets and assist with the barcoding of new assets. Collection of assets from end users for disposals and assist on disposal days with destroying and dumping of disposed assets, packing and unpacking of the condemning store. Transfer of assets and remove assets from areas not requiring them to storage or other departments, decanting of wards and departments when requested. Organising the condemning store and ensuring it is always neatly packed and tidy.
<u>ENQUIRIES</u>	:	Ms N Silwanyana Tel No: (021) 404 6436
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024

<u>POST 32/215</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRIC ALLERGY CLINIC)</u> <u>(4 SESSIONS)</u> (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatrics. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills (written and verbal). Ability to work independently and in a multi-disciplinary team. A Certificate in Paediatric Allergology will be advantageous.
<u>DUTIES</u>	:	To provide oversight, management and clinical governance of the paediatric allergy clinic. To render a comprehensive specialist clinical service in the Allergy Clinic including assessment and treatment of paediatric patients with allergic diseases e.g. asthma, eczema, allergic rhinitis, urticaria and food allergies. To provide in-service allergy training and education to paediatric nursing and medical staff, registrars, medical officers and medical students. Where feasible, to support paediatric allergy related research. To ensure continuity of care, and appropriate devolvement of stable patients to Level 1 and Level 2 facilities in the Metro East Geographic Service Area.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. R. Solomons/ Prof. A. Dramowski, Tel No: (021) 938-9506 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/216</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (SESSIONAL)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE REQUIREMENTS</u>	:	Mitchells Plain District Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA- qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate

experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Diploma in Ophthalmology. Basic knowledge, expertise, and experience with regards to providing Outpatients. Ophthalmology services. Ability to function in a team under pressure in a high volume, high stress environment. Administrative, computer literacy and IT skills.

DUTIES : Clinical Service: Patient care. Clinical governance. Teaching. Innovation and Research. Leadership. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables, and equipment.

ENQUIRIES APPLICATIONS : Dr J Marszalek Tel No: (021) 377-4779
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 September 2024

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 30 September 2024

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

OTHER POSTS

POST 32/217 : **DEPUTY DIRECTOR: ICT SERVICE MANAGEMENT SUPPORT REF NO: DOI 118/2024 R1**

SALARY CENTRE : R849 702 per annum (Level 11), all-inclusive salary package
: Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma qualification (B-Degree or higher) in Information Technology or Public Administration/ or Business Administration; A minimum of 3 years management level experience. Recommendation: Knowledge and experience of the Public Service Corporate Governance Information and Communication Technology Policy Framework. Competencies: Knowledge in the following; Public Service Corporate Governance of ICT; Planning, Programme/Project Management, Data Analytics, Research, Monitoring, and Evaluation processes and procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Protection of Personal Information Act; line functions and Departmental structure. Excellent analytical, problem-solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy.

DUTIES : Functions are: To identify, Implement and maintain departmental ICT policies and application systems; manage the interface with CEI and other service providers; coordinate departmental inputs into various ICT plans; ensure systems security and ICT business continuity; coordinate and facilitate the introduction and optimisation of systems; Secretariat support for ITSTRATCOM and ITSTEERCOM; and Manage ICT staff and all resources of the Sub-Directorate.

ENQUIRIES : Dr Lance Barbier Tel No: (021) 483 8723

POST 32/218 : **DEPUTY DIRECTOR: LOGISTICS AND MOVABLE ASSET MANAGEMENT**
REF NO: DOI 135/2024

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (Advanced Diploma or higher qualification); A minimum of 3 years management level experience in Finance, Asset, Logistics or Supply Chain Management. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Asset and logistics management services and processes; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Policy development and operational management, monitoring and review processes and systems; Public Finance Management Act, National and Provincial Treasury regulations, other financial policies, prescripts, directives and collective agreements; Skills needed: Numeracy and literacy; Proven computer literacy; Written and verbal communication skills; Project Management; Accounting, finance and auditing; Economical and statistical analysis; Legal administration.

DUTIES : Develop, implement and monitor departmental asset management and logistic related plans, policies, prescripts and processes; Ensure the rendering of effective and efficient asset management and logistics management services; Plan and manage the work of and account for the overall performance of the sub directorate; People management; Financial management.

ENQUIRIES : Ms P Van der Merwe Tel No: (021) 483 6915

POST 32/219 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD SYSTEMS**
REF NO: DOI 133/2024

SALARY : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng)); A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Recommendation: Relevant further studies and/or formal training; Exposure to system development and process mapping; Good understanding of linear assets management principles and application; Good understanding and in-practice use of BIM for roads and structures; Proven domain experience in one or more of the following fields: Traffic, Bridges, Pavements, Geometrics, Road Condition Assessments and/or Road Network Analysis. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr J Neethling at 073 952 9707

POST 32/220 : **STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOI 76/2024 R1**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in accounting/auditing/finance/supply chain management. Recommendation: A valid driving licence (code B or higher). Competencies: Knowledge of the following: Accounting; SCOA; PFMA; LOGIS; Asset management; Skills needed:

Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES : Implement the asset management system, including the establishment and implementation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4949

POST 32/221 : **STATE ACCOUNTANT: DISPOSAL MANAGEMENT REF NO: DOI 77/2024 R1**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/ B-Degree (equivalent or higher); A minimum of 1 year experience in accounting/ auditing/finance/supply chain management. Recommendation: A valid driving licence (code B or higher). Competencies: Knowledge of the following: Accounting; SCOA; PFMA; LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES : Implement the asset management system, including the establishment and implementation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4949

POST 32/222 : **CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (BUILDING) REF NO: DOI 137/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building industry; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B drivers licence. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and

regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Skills needed: Proven computer literacy; Report writing, Written and verbal communication.

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.

ENQUIRIES : Mr T Fester Tel No: (021) 483 3882

POST 32/223 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: DOI 141/2023 R2 (X3 POSTS)**

SALARY : Grade A: R371 253 - R396 522 per annum
Grade B: R419 325 - R449 079 per annum
Grade C: R472 812 - R556 080 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician Or have submitted with ECSA for Professional registration as an Engineering Technician. (Proof of payment to be submitted with application) and compulsory registration with ECSA as an Engineering Technician will then be applicable within 6 months from appointment; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input 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; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 3107

POST 32/224 : **PROJECT ADMINISTRATOR: METRO EAST/WEST REF NO: DOI 125/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma (B-Degree or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Administration rules and regulations; Departmental information systems (My Content, BAS, ECM, SITS or any similar programs); Skills needed: Proven computer literacy (MS Office); Organising and record keeping; Presentation and organisational; Communication (written and verbal); Ability to work under pressure and meet deadlines; Able to work independently and in a team environment; Good leadership and motivational.
- DUTIES** : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.
- ENQUIRIES** : Mr P Williams Tel No: (021) 483 4573
- POST 32/225** : **ADMINISTRATIVE OFFICER: PROPERTY SUPPORT REF NO: DOI 129/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B- Degree (or equivalent qualification); A minimum of 2 years financial administration experience. Competencies: Knowledge of the following: Applicable policies and procedures; Financial management; Skills needed: Interpret and apply relevant policies and procedures; Financial management; Written and verbal communication; Ability to work independently; Problem Solving and Analysis; Client Orientation and Customer Focus.
- DUTIES** : Assist with effecting municipal services in the portfolio; Assist with effecting property rates payments in the portfolio; Assist with reporting on the portfolio.
- ENQUIRIES** : Ms N Fusa Tel No: (021) 483 8568
- POST 32/226** : **AREA FOREMAN: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2 (OUDTSHOORN) REF NO: DOI 123/2024**
- SALARY CENTRE REQUIREMENTS** : R255 450 per annum (Level 06)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience; A valid driving licence (Code C or higher) with PDP. Recommendation: Experience in the following: Construction, maintenance and reparations of roads; Operating of large construction machines; Civil construction activities. Competencies: Knowledge of the following: Maintenance, reparation and construction of roads; Operating of construction machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training; Skills needed: Proven computer literacy; Written and verbal communication; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving; Good time management.
- DUTIES** : To inspect work done, supervise and train construction and specialised maintenance operators and supervisors; Operate and maintain machines and aids to be used for the road maintenance; Inspect roads away from location and compile defects list with other sections for planning purposes; Plan, procure and manage materials usage; Plan and manage plant utilization with other sections of organization; Plan, organize, control and co-ordinate construction and specialised maintenance work as well as the administrative work attached to it; Ensure the safety of the working areas in terms of the Occupational Health and Safety Act; Discipline subordinates and apply proper Labour Relations actions when and if necessary; Be available and react to emergency situations; Must be willing to work away from home and sleep out.
- ENQUIRIES** : Mr M Stegmann Tel No: (044) 272 6071

POST 32/227 : **AREA FOREMAN: ROUTINE MAINTENANCE REGION 2 (LADISMITH) REF NO: DOI 128/2024**

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience; A valid driving licence (Code C or higher) with PDP. Recommendation: Experience in the following: Building, maintenance and reparations of roads; Operating of minor construction machines; Civil construction activities. Competencies: Knowledge of the following: Maintenance, reparation and building of roads; Operating of construction machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training; Skills needed: Proven computer literacy; Written and verbal communication; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving; Good time management.

DUTIES : To inspect work done, supervise and train road worker supervisors; Operate and maintain machines and aids to be used for the road maintenance; Inspect roads away from location; Plan, organise, control and co-ordinate road maintenance work as well as the administrative work attached to it; Ensure the safety of the working areas in terms of the Occupational Health and Safety Act; Discipline subordinated and apply proper Labour Relations actions when and if necessary.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071

POST 32/228 : **ADMIN ASSISTANT: PROPERTY SUPPORT REF NO: DOI 134/202 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Senior certificate (Grade 12 or equivalent qualification); 6 months relevant experience. Competencies: A good understanding of working procedures of the working environment: operate a computer, operate a machine, Skills needed: telephone etiquette, interpersonal relations, organising, protocol, working procedures of working environment.; Good communication (written and verbal).

DUTIES : Perform general administrative support: Make subsistence and travelling arrangements (nationally and internationally), complete all financial forms, procurement of miscellaneous stocks; Secretarial duties: Organize interviews and appointments, receive visitors, Manage the senior manager's diary, prepare documentation for appointments and meetings; Handle enquires and correspondence: compile and type correspondence, design forms and documentation, distribute and direct enquiries and correspondence; Provide support to the senior manager with his executive obligations: distribute agendas and minutes of meetings, distribute and monitor actions agreed on at meetings, manage and file all documentation of meetings.

ENQUIRIES : Ms N Fusa Tel No: (021) 483 8568

POST 32/229 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: DOI 124/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent; A minimum of 3 years' experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Competency Certificate in respect of the South African Qualification Authority (SAQA) Unit Standard 262735; Working knowledge of heavy machinery, especially grader; Willing to travel when required; Proven computer literacy. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Skills needed: Report writing; Supervisory; Planning, Organising and coordination of grader activities; Planning and problem solving; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Build, repair and maintain roads and roads infrastructure; Build, repair and maintain road shoulders, waterways, and drainage structures; Operate and maintain machines, vehicles and aids which are used for road construction and maintenance work; Operate various types of construction machines e.g. front end loader, bulldozer, digger loader, excavator, roller, water truck, tip truck, grass cutting machines, tractor with broom, crane truck etc; Discipline subordinates and apply proper labour relations; Give training to road workers; Undertake the safeguarding of work areas and machines in terms of the OHS Act; Must be willing to work away from home and sleep out.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071

POST 32/230 : **OPERATOR: ROAD MARKER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2-OUTSHOORN) REF NO: DOI 126/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience in the following: Working, handling and maintenance of the line marking machine and various other vehicles. The building, maintenance and repair of roads; Willingness to work away from headquarters on a regular basis. Sharing caravans for accommodation while sleeping out. Competencies: Knowledge of the following: Safety standards and road safety; Experience in all the different standards of road marking; Standards w.r.t different types of road mark points, glass beads and the application thereof; Skills needed: Report writing; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated; Ability to work independently without constant supervision and High concentration ability for long periods of time.

DUTIES : Outline of new or faded invisible road marks; Spray of lines with the aid of road mark machine and aids; Undertake the pre-inspection of routes and post-surveying of completed lengths sprayed i.t.o of costing and quality assurance; Supervise subordinates with hand painting of road marks as well as ad-hoc road maintenance activities; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071

POST 32/231 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (VARIOUS POSTS AVAILABLE IN KLAARSTROOM, PRINCE ALBERT AND UNIONDALE) REF NO: DOI 127/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for roads maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding or work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations.

ENQUIRIES : Mr M Stegmaan Tel No: (044) 272 6071

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
CLOSING DATE : 30 September 2024

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

OTHER POSTS

POST 32/232 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (VARIOUS POSTS AVAILABLE IN BRACKENFELL, SOMERSET WEST, VREDENBURG, VREDENDAL) REF NO: WCMD 37/2024**

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations on date of appointment; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC on date of appointment; A valid Code B/EB (or higher) manual driving licence; No criminal record or pending criminal case. Recommendation: Conflict Management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.

DUTIES : Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Co-ordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.

ENQUIRIES : Mr C Nyman Tel No: (021) 983 1537

POST 32/233 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (VARIOUS POSTS AVAILABLE IN BEAUFORT WEST, LAINGSBURG, WORCESTER) REF NO: WCMD 38/2024**

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations on date of appointment; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC on date of appointment; A valid Code B/EB (or higher) manual driving licence; No criminal record or pending criminal case. Recommendation: Conflict Management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.

DUTIES : Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Co-ordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.

- ENQUIRIES** : Mr C Nyman Tel No: (021) 983 1537
- POST 32/234** : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (VARIOUS POSTS AVAILABLE IN CALEDON, SWELLENDAM, MOSSEL BAY, OUDTSHOORN, GEORGE, KNYSNA) REF NO: WCMD 39/2024**
- SALARY CENTRE REQUIREMENTS** : R255 450 per annum (Level 06)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations on date of appointment; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC on date of appointment; A valid Code B/EB (or higher) manual driving licence; No criminal record or pending criminal case. Recommendation: Conflict Management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.
- DUTIES** : Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Co-ordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.
- ENQUIRIES** : Mr C Nyman Tel No: (021) 983 1537

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 30 September 2024
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 32/235** : **DIRECTOR: CRIME PREVENTION CENTRE REF NO: POCS 03/2024**
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level13), (all-inclusive salary package)
: Police Oversight and Community Safety, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management experience on a strategic level in a public/ security/ safety environment or related; A valid driving licence; Recommendation: Experience in a crime prevention environment. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of: Information systems, programmes and project management, procurement and tendering processes, policy development, strategy management, monitoring and review processes, modern systems of governance and administration, public service procedures and systems, and global, regional and local affairs impacting the Provincial Government of the Western Cape; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Influencing and negotiation skills; Critical thinking and reasoning skills; Planning and Organising skills.
- DUTIES** : Provide strategic management, guidance and advice; Drive the strategic planning process for the directorate; Coordinate crime prevention programmes; Render a project support service for the coordination of the Integration Crime and Violence Prevention Strategy (ICVPS) Framework; Manage the process of safety training and development to community structures; Change Management; People Management and empowerment; Oversee the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate; Performance Management of employees; Promote sound labour relations within the Directorate; Active participation in Financial Management of the directorate and participation in the budgeting process; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate; Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets; Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate.
- ENQUIRIES** : Mr H Arendse Tel No: (021) 483 4861

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 30 September 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing Department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 32/236** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 69/2024 (X2 POSTS AVAILABLE IN METRO NORTH REGION)**
- SALARY CENTRE** : R452 667 - R532 113 per annum, (OSD as prescribed)
: Department of Social Development, Western Cape Government

- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES** : Ms M Swart Tel No: (021) 763 6212
- POST 32/237** : **SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN EDEN KAROO REGION) REF NO: DSD 70/2024**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)
Grade 2: R376 416 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills Self; Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any

form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

- ENQUIRIES** : Ms I April t Tel No: (021) 763 6217
- POST 32/238** : **SOCIAL WORKER: PROFESSIONAL SERVICES REF NO: DSD 72/2024 (X2 POSTS AVAILABLE IN KENSINGTON TREATMENT CENTRE AND VREDELUS SECURE CARE)**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)
Grade 2: R376 416 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills Self; Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Ms S Smith Tel No: (021) 202 9248
- POST 32/239** : **SOCIAL WORKER (GBV): SOCIAL WORK SERVICES (SALDAHNA) REF NO: DSD 73/2024**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)
Grade 2: R376 416 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social

Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms S Smith Tel No: (021) 202 9248

POST 32/240 : **NURSING ASSISTANT: PROFESSIONAL SERVICES (SIVUYILE CENTRE FOR PERSONS WITH DISABILITIES ON STIKLAND GROUNDS) REF NO: DSD 71/2024**

SALARY : Grade 1: R165 177 - R188 865 per annum, (OSD as prescribed)
Grade 2: R192 675 - R218 667 per annum, (OSD as prescribed)
Grade 3: R227 070 - R283 347 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12) or equivalent qualification, plus one-year Nursing Assistant Certificate that allows registration with the South African Nursing Council (SANC); Current registration with the South African Nursing Council (SANC) as a Nursing Assistant. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation and writing skills; Ability to function as part of a team and independently; Basic interpersonal skills.

DUTIES : Assist patients with the following activities: Daily living (physical care): Maintain hygiene of patient; Provide nutrition; Mobility; Elimination processes; Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

ENQUIRIES : Ms S Smith Tel No: (021) 940 8962

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 04 October 2024
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 32/241** : **CHIEF DIRECTOR: INSTITUTIONAL MANAGEMENT, GOVERNANCE, ECD AND PARTIAL CARE, & SPECIALISED EDUCATION REF NO: 127**
Directorate: Specialised Education Support
- SALARY** : R1 436 022 per annum (Level 14), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE REQUIREMENTS** : Head Office, Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS), Valid driver's licence.
- DUTIES** : Manage the planning, coordination, and evaluation of IMG in respect of public ordinary and special schools and ECD Centres Develop policy and guidelines on school management and governance issues in respect of curriculum management, learner management, leadership & management, and governance. Provide policy and guidelines for building capacity of SGB's and RCL's. Develop systems, standards, and practices for IMG. Develop provincial norms and standards for public ordinary schools, Independent Schools, ECD Centres and collaboration schools. Ensure quality in institutional management and governance through qualitative and quantitative assessment. Provide policy and management framework for school sport and culture programmes and activities Develop policy and guidelines on school safety management and coordination in all schools in the province Provide support to independent schools 2. Plan, manage and coordinate Specialised Education support services and Inclusive education. Develop policy in respect of special education support services. Plan the delivery of special education in line with inclusive education policy framework. Manage the establishment and development of education resources centres and full-service schools. Support of LSPID centres and a management of the LSPID Conditional Grant. Manage the deployment and development of resources allocated to ELSEN schools/ education resource centres. 3. Manage the planning, monitoring, and evaluation of ECD Care Formulate, manage and monitor implementation of ECD and partial care, out of centre programmes. Participate in policy formulation and an implementation framework. Support the design, manage and evaluate pilot and special projects in ECD Manage and support interdepartmental committees. Manage and support Conditional Grants in ECD, including non-financial data from ECD and partial care facilities. Support the management of the norms and standards for ECD partial programmes.

Support and manage the ministerial and public complaints and investigations. Ensure and manage the centralised registration of partial care facilities and ECD programmes. 4. Develop policy, guidelines and coordinate the implementing of the National School Nutritional Policy and HIV support programmes.

ENQUIRIES : Mr AJE Meyer Tel No: (021) 467 2105

POST 32/242 : **DIRECTOR: WEST COAST DISTRICT REF NO: 128**
District: West Coast Education District Office

SALARY : R1 216 824 per annum (Level 13), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE REQUIREMENTS : Paarl
: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 6 years' experience at a middle/senior managerial level within an educational environment. Successful completion of the Certificate for entry into the Senior Management Service (SMS) submitted prior to appointment. Valid driver's license. Additional Requirements: Proven relevant management experience in an education environment. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.

DUTIES : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers Management and governance Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists. Develop, implement, and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.

ENQUIRIES : Ms H Van Ster Tel No: (021) 467 2089