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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2024

DATE ISSUED 13 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.

AMENDMENTS

: **DEPARTMENT OF EMPLOYMENT AND LABOUR:** Kindly note that the following advertised posts at the Department are hereby withdrawn: Assistant Director: COIDA Ref No: HR 4/4/08/01 for Mafikeng Labour Centre, Claims Assessor: Ref No: HR 4/4/08/08 for Rustenburg Labour Centre under the Provincial Office North West, Senior Admin Officer(Claims Processor) (X2 Posts) Reference No: HR 4/4/01/05 Labour Centre Randburg, Stationed at Delta Building Pretoria under the Gauteng Provincial Office and one (X1) of the advertised (X2 posts) of Senior Admin Clerk: Claims Processor: Ref No: HR 4/4/7/18 for Mbombela Labour Centre under the Provincial Office Mpumalanga is being withdrawn as only one post is vacant. These posts were advertised on the PSVC number 30 of 2024 with a closing date of 06th September 2023. Sorry for inconvenience. Enquiries: Mr. M O Maluleke Tel: (018) 387 8100 (Northwest Provincial Office), Dr V Mabudusha, Tel No: (012) 319 1933 (Gauteng Provincial Office) and Ms. JP Thwala Tel No: (013) 753 2844 (Mpumalanga Provincial Office)

GAUTENG: DEPARTMENT OF HEALTH (DR GEORGE MUKHARI ACADEMIC HOSPITAL): Kindly note that the following 1 post was advertised in Public Service Vacancy Circular 31 dated 30 August 2024 with the closing date of 13 September 2024, Operational Manager Specialty PN-B3 Oncology Nursing Science with Ref No: REFS/021408, the correct salary notch is R656 964 per annum, (plus benefits). The closing date will remain the same.

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at HR@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Mahape
- CLOSING DATE** : 30 September 2024
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (Only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered.

OTHER POST

- POST 33/01** : **INDEPENDENT MEMBER OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STEERING COMMITTEE REF NO: DBE/05/2024 (X2 POSTS)**
Applicants are hereby invited to serve as independent member(s) of the ICT Steering Committee of the Department of Basic Education (DBE) for a period of three years.
- SALARY** : Members will be remunerated according to the charge rate published by Auditor General of South Africa and will be compensated for the preparation and attendance of meetings.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognised post-graduate degree in Information Communication Technology (ICT) or equivalent qualification with expertise in Information and Communication Technology; A Master's degree in ICT and membership with a relevant professional body will serve as an added advantage; The candidate must have served as a member of the ICT Steering Committee and or Audit Committee in the public sector for at least three years; At least four (4) quarterly ICT Steering Committee meetings per financial year and not limited to special meetings request that may arise during their contract of service. Competencies: Five years of management experience at a Senior level related to ICT; Proven knowledge and understanding of King IV Report on Corporate Governance requirements and Government-related legislation, policies, and processes and Excellent communication skills.
- DUTIES** : Providing oversight on: The management of Corporate Governance of ICT in the Department, the CGICT Policy Framework, ICT Strategic Plan, ICT Implementation Plan (MTEF) and ICT Operational Plan as directed by the DBE ICT Strategy Plan; The implementation and the progress reporting on the implementation of the CGICT Policy Framework, ICT Strategic Plan, ICT

Implementation Plan (MTEF) and ICT Operational Plan as approved by the ICT Strategic Committee; The establishment of a functional ICT organisational structure, resources and capacity according to the needs and priorities of the Department; The development of a project plan for each ICT initiative to organise and manage resources (people and funding) in such a way that these resources deliver all the work required to complete a project within the defined scope, quality, time and cost; Articulation of the ICT risk appetite and its management within the risk management practices of the Department; Performance monitoring of external ICT service providers (3rd parties) through service level agreement and service management engagements; Oversight and reporting on ICT security (including cyber security) to ensure that protection of electronic information systems and infrastructure to maintain confidentiality, integrity and availability of information. committee meetings: Members will at least attend 4 meetings. The full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

ENQUIRIES
NOTE

- : Ms M Mahape Tel No: (012) 357 3291
- : People with disabilities are encouraged to apply.

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organization and the intent is to promote equity through the filling of these posts.

- APPLICATIONS** : Please forward your application via email to: recruit@dcdt.gov.za (Quoting the relevant reference number in the subject line).
- CLOSING DATE** : 30 September 2024
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from the website of the Department of Public Service and Administration at www.dpsa.gov.za/dpsa2g/vacancies.asp and should be accompanied by a recently updated comprehensive CV only. Only shortlisted candidates will be required to submit relevant documents on or before the day of the interview. Applications received after the closing date will not be considered. Should you be in possession of a foreign qualification, and you are shortlisted for a position, you will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) indicating the NQF level of the qualification. Failure to submit a fully completed Z83 and an updated CV will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. With regard to the position in the Management Echelon (SMS post) please note the following: - 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. In addition to the technical exercise, shortlisted applicants will also be subjected to an integrity (ethical conduct) assessment. Following the interview, technical exercise and integrity assessment, the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo a full security vetting, enter into an employment contract as well as to sign a performance agreement. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after a three (3) month period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Department will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Department will safeguard the security and confidentiality of all information you shared during the recruitment process. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

- POST 33/02** : **CHIEF DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: CDCM**
- SALARY** : R1 436 022 per annum, (an all-inclusive package), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules). Annual progression up to a maximum package of R1 716 933 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : An undergraduate qualification in Marketing/ Communications/ Public Relations/ or equivalent relevant qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). At least 5-7 years'

experience in a senior management position in the communications and marketing environment, as well as the successful completion of the Public Service Senior Management Leadership Programme (Nyukela) (which is submitted prior to appointment) as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Experience in corporate communication will be an added advantage. Skills And Competencies: Sound knowledge of communications and marketing strategies and ability to drive execution. Professional writing skills and sound knowledge of content development, including speech writing skills. Experience in the management of electronic and digital media. Brand development and management capability. Excellent communication skills and experience in public and media relations. Advanced level creativity with the above average analysis and problem-solving skills. Knowledge and understanding of government protocol system. Ability to manage parallel communication programmes and events simultaneously. Programme and project management skills. Stakeholder and people management skills. Media liaison and media interview management skills. Must be a public speaker. Proven experience in managing multi-disciplinary teams. Knowledge of the following legislation will be an added advantage: Public Finance Management Act, Public Service Act and Public Service Regulations, Electronic Communications Act, Broadcasting Act, and Independent Communication Authority of South Africa Act, as well as related Regulations and policies.

DUTIES : The successful candidate will: Ensure the development and implementation of the Department's Communication Strategy and Plan in coordination with portfolio entities. Oversee media planning and campaign coordination for the Department and portfolio entities. Ensure the development and implementation of the Department's brand management strategy and plan. Ensure effective media management for the Department, including analysis of media reporting patterns and trends. Manage the media production and digital media content services of the Department. Manage and drive the publicity and awareness campaigns of the Department's service programme. Serve as a spokesperson for the Department whilst providing high level media liaison support to the Minister and Deputy Minister. Manage the Department's outreach and public awareness programmes. Ensure there is effective management of the Department's internal communication for alignment of all internal stakeholders and department's public image. Manage the public image of the Department in support of the Minister, Deputy Minister and Director-General. Establish and maintain a stakeholder network in the ICT sector to improve the stakeholder's participation and involvement in Departmental programmes. Oversee effective resource management within the Communications and Marketing Chief Directorate in line with relevant legislation.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Rene Naidoo Tel No: (012) 427 8141

OTHER POSTS

POST 33/03 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DDRM**

SALARY : R849 702 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules). Annual progression up to a maximum package of R1 000 908 per annum is possible subject to satisfactory performance.

CENTRE REQUIREMENTS : Pretoria, Hatfield
: A National Diploma or degree in Risk Management or Auditing or Accounting as recognized by the South African Qualifications Authority (SAQA), with at least 5 years of experience in Risk management of which 3 years must be at the supervisory level. Knowledge of the Public Sector Risk Management legislation/framework, COSO Framework, ISO 31000 and Supporting Guide 73, New Zealand/Australian Standards, other relevant legislations, norms and standards related to Risk Management, including the Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act, Linkages with government clusters, Departmental Policies and Procedures, Programme and Project Management, People Management and Empowerment, strategic capability and leadership, stakeholder relations, financial management, Preferential Procurement Policy and Framework, and the ICT Industry. Must have good communication skills (both verbal and

- written), operational management, job knowledge, technical skills, acceptance of responsibility, quality of work, reliability, initiative, interpersonal relationships, flexibility, teamwork, planning and execution, delegation and empowerment and management of resources.
- DUTIES** : The successful candidate will develop, review and implement risk management frameworks (policies, strategies, methodologies, implementation plans, procedures, etc). The candidate will facilitate and coordinate the Departmental Risk Management (DRM) systems and processes in order to assist management to achieve the set objectives of the Department. Facilitate Departmental operational risk assessments and assist management with the development of risk mitigation strategies. Facilitate monitoring of key risks matters across the Department. Conduct training awareness on risk management to improve the effectiveness of risk management processes. Provide assistance to management in establishing and communicating the Departmental Risk Management objectives, policies and strategies. Assist management in integrating risk management with the process of developing Departmental strategy.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Rene Naidoo Tel No: (012) 427 8141
- POST 33/04** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION**
REF NO: DDASC
- SALARY** : R849 702 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules). Annual progression up to a maximum package of R1 000 908 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : An appropriate Degree or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority (SAQA) and 3 years' experience below middle management (Assistant Director)/ middle management level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Must have good communication skills (both verbal and written), operational management, job knowledge, technical skills, acceptance of responsibility, quality of work, reliability, initiative, interpersonal relationships, flexibility, teamwork, planning and execution, delegation, empowerment and management of resources.
- DUTIES** : The successful candidate will manage the administrative support and coordination of activities within the office of the executive authority, such as to develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority, compile correspondence, submissions and cabinet memoranda as required and study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system and manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority, such as briefing the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of the Cabinet/executive council, liaise with senior managers in the institutions within the executive authority's portfolio and coordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority. This will inter-alia entail the management of the distribution of memoranda to Cabinet/executive council members, the distribution of documents and submissions to the relevant legislature and standing/portfolio committees and record-keeping of decisions of the Cabinet/Executive Council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervision of employees in the office of the executive authority, quality control of the work delivered and advise supervisees with regard to all aspects of the work.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Rene Naidoo Tel No: (012) 427 8141

POST 33/05 : **PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL (X2 POSTS)**
REF NO: PA

SALARY : R308 154 per annum (Level 07). Annual progression up to a maximum salary of R362 994 per annum is possible subject to satisfactory performance.

CENTRE : Pretoria, Hatfield

REQUIREMENTS : A Senior Certificate and a Diploma in Office Management / Office Administration / Business Administration at a minimum of NQF level 5 as recognised by SAQA. Minimum of 3 years' experience in rendering support services to senior management or Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.

DUTIES : The successful candidate will render administrative and secretarial support services to the Deputy Director-General (DDG) for the smooth running of the office and to enable the DDG to carry out the functions effectively. Manage the flow of information to and from the DDG's office for easy tracking of documents. Maintain document management system to ensure easy accessibility of documents. Manage the diary to ensure that the office of the DDG is run efficiently. Liaise with stakeholders on behalf of the DDG to fast-track activities. Follow-up on all decisions and instructions taken in meetings to ensure that appropriate responses are provided in time. Provide logistical support and coordinate and administer the payment of financial and procurement claims for the Branch.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Rene Naidoo Tel No: (012) 427 8141

DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS

- Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London or hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 or you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883.
- Free State and Northern Cape Region:** The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
- Gauteng Region:** The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
- Kwa-Zulu Natal Region:** The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 or hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 or you can email your application to KZNHRM@dcs.gov.za. Contact persons: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368.
- Limpopo, Mpumalanga and North West Region:** The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 or hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 or you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
- Western Cape Region:** The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 or you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms A Reddy Tel No: (021) 550 6059/ Mr S Sikisazane Tel No: (021) 550 6052/ (021)550 6054.

CLOSING DATE

- : 30 September 2024 at 15h45.

NOTE

- : Call for applications to serve as members of the correctional supervision and parole board. The Minister of Correctional Services in terms of Section 74 of the Correctional Services Act, Act 111 of 1998 invite interested and suitable candidates to apply for an opportunity to serve as members of the Correctional Supervision and Parole Board. The Parole Board is an independent body whose main aim is to protect the public by risk assessing offenders to decide whether they can be safely released into the community. The main role of a Chair (and Vice in the chairs absence) is decision making. Decision making in light of a number of factors, that is:- rights of the offender (as far as the right to be considered in light of relevant legislation), calculation of the minimum detention period, understanding of criminal justice value chain, court papers, sentencing remarks, copy of the judgment, copy of the warrant of detention, case law, SAP 69 and 62, understanding the various reports by the DCS professionals, understanding of the rehabilitation process, risk assessment, victim/community empathy, public safety etc. 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. 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. Interested candidates should submit complete applications clearly reflecting the designation and applicable reference number to the relevant addresses as reflected below:

OTHER POSTS

<u>POST 33/06</u>	:	<u>CHAIRPERSON</u> (Five (5) Year Contract)
<u>SALARY</u>	:	A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.
<u>CENTRE</u>	:	Eastern Cape region: Kirkwood Ref No: EC 2024/09/01 Mthatha Ref No: EC 2024/09/02 (X2 Posts) Sada Ref No: EC 2024/09/03 (X2 Posts) St Albans Ref No: EC 2024/09/04 Free State and Northern Cape region: Colesberg Ref No: FSNC 2024/09/01 Goedemoed Ref No: FSNC 2024/09/02 Groenpunt Ref No: FSNC 2024/09/03 Grootvlei Ref No: FSNC 2024/09/04 Bizzah Makhate Ref No: FSNC 2024/09/05 Upington Ref No: FSNC 2024/09/06] Gauteng region: Boksburg Ref No: GP 2024/09/01 Johannesburg Ref No: GP 2024/09/02 Krugersdorp Ref No: GP 2024/09/03 Leeuwkop Ref No: GP 2024/09/04 (X2 Posts) KwaZulu Natal region: Durban Ref No: KZN 2024/09/01 Empangeni Ref No: KZN 2024/09/02 Glencoe Ref No: KZN 2024/09/03 Kokstad Ref No: KZN 2024/09/04 Waterval Ref No: KZN 2024/09/05 Limpopo, Mpumalanga and North West region: Rustenburg Ref No: LMN 2024/09/01
<u>REQUIREMENTS</u>	:	A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Previous 5 years' experience in management or decision-making position. Demonstrable experience of and ability to conduct effective evidence-based decision making, weighing facts and evidence, analysing and critically evaluating large volumes of complex information and identifying key issues, within tight deadlines and working on your own initiative. Demonstrable independence of mind and sound judgement, with the ability to make evidence-based decisions that are accurately documented. Excellent interpersonal skills: the ability to gain respect and maintain rapport through effective communication and influencing skills – with the confidence to challenge opinions where necessary, work collegiately and resolve differences to reach sound decisions. Excellent communication skills, both written and oral: the ability to communicate sensitively and effectively with a wide range of individuals, varying your approach as necessary and treating others with respect, to listen actively and evaluate replies in order to probe issues. Excellent written skills: the ability to draft well-formed written reports which summarizes evidence in support of a decision or recommendation. Demonstrable high standards of corporate and personal integrity and conduct, such as a strong commitment to fairness, equality and the ethos of supporting the wider public or community good through your contributions. High levels of time management, organizational and administrative skills, together with strong personal motivation and commitment to professional self-development. Evidence of experience of any aspect of the criminal justice system and an understanding of the importance of the victim's perspective. Previous experience in management or decision-making position.
<u>DUTIES</u>	:	Analyse and critically evaluate information in order to identify continuing risk/dangerous-ness in an individual offender's case, where information may come from a variety of sources including electronic and paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and to set conditions where release is appropriate. Oversee the hearing of cases in order to assess risk. Work collaboratively with other parole members in order to make judgements about the available

evidence and to provide a concise and structured summary of relevant factors in reaching a decision or recommendation. Facilitate report writing, draft reasoned summaries and decisions. Be an effective ambassador for the Parole Board when representing it at hearings or any other event. Facilitate administrative roles associated with preparation for hearings, hearings and revocations/cancellations, public education on parole, facilitate invitation of victims to hearings including court attendance as a result of litigation by offenders.

- ENQUIRIES** : Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883
Free State and Northern Cape region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368
Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
- NOTE** : Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.
- POST 33/07** : **VICE-CHAIRPERSON**
(Five (5) Year Contract)
- SALARY** : A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.
- CENTRE** : **Eastern Cape region:**
Amathole Ref No: EC 2024/09/05
Kirkwood Ref No: EC 2024/09/06
Sada Ref No: EC 2024/09/07 (X2 Posts)
St Albans Ref No: EC 2024/09/08
Mthatha Ref No: EC 2024/09/09
Free State and Northern Cape region:
Goedemoed Ref No: FSNC 2024/09/07
Groenpunt Ref No: FSNC 2024/09/08
Gauteng region:
Baviaanspoort Ref No: GP 2024/09/05
Johannesburg Ref No: GP 2024/09/06 (X2 Posts)
Kgoši Mampuru II Ref No: GP 2024/09/07
Krugersdorp Ref No: GP 2024/09/08
Leeuwkop Ref No: GP 2024/09/09 [X2 Posts]
KwaZulu Natal region:
Durban Ref No: KZN 2024/09/06
Empangeni Ref No: KZN 2024/09/07
Kokstad Ref No: KZN 2024/09/08
Ncome Ref No: KZN 2024/09/09
Pietermaritzburg Ref No: KZN 2024/09/10, Waterval Ref No: KZN 2024/09/11
Limpopo, Mpumalanga and North West region:
Witbank Ref No: LMN 2024/09/02
Western Cape region:
Allandale Ref No: WC 2024/09/01
Pollsmoor Ref No: WC 2024/09/02
Southern Cape (George) Ref No: WC 2024/09/03
- REQUIREMENTS** : A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Proven 3 years supervisory role or community leadership experience as well as active involvement in community-based structures. Commitment to a corruption free administration. A good standing with the community with extensive life experience. Proven special interest in the Criminal Justice System.
- DUTIES** : Chair meetings in the absence of the Chairperson. Sign documents in the absence of the Chairperson. Participate in the analysis and evaluation of information in order to identify continuing risk/dangerousness in an individual offender's case, where information may come from a variety of sources

including electronic, paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and recommend appropriate conditions where release is appropriate. Participate in the hearing of cases in order to assess risk while work collaboratively in making judgements about the available evidence and formulate a concise and structured summary of relevant factors to aide in reaching a decision or recommendation. Participate in report writing, assist in drafting seasoned summaries and assist the Chairperson in recommending a decision. Be an effective ambassador for the Parole Board when representing it at hearings or any other event.

ENQUIRIES

: Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883
 Free State and Northern Cape region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283
 Gauteng region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
 KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368
 Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034
 Western Cape region: Ms A Reddy Tel No: (021) 550 6059/ Mr S Sikisazane Tel No: (021) 550 6052/ (021)550 6054

NOTE

: Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

POST 33/08

: **COMMUNITY MEMBER**
 (Five (5) Year Contract)

SALARY

: A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.

CENTRE

: **Eastern Cape region:**
 Amathole Ref No: EC 2024/09/10 (X2 Posts)
 East London Ref No: EC 2024/09/11
 Kirkwood Ref No: EC 2024/09/12
 Mthatha Ref No: EC 2024/09/13 (X3 Posts)
 Sada Ref No: EC 2024/09/14 (X2 Posts)
 St Albans Ref No: EC 2024/09/15
Free State and Northern Cape region:
 Bizzah Makhate Ref No: FSNC 2024/09/09
 Colesberg Ref No: FSNC 2024/09/10 (X2 Posts)
 Goedemoed Ref No: FSNC 2024/09/11
 Groenpunt Ref No: FSNC 2024/09/12
 Grootvlei Ref No: FSNC 2024/09/13 (X2 Posts)
 Kimberly Ref No: FSNC 2024/09/14
 Upington Ref No: FSNC 2024/09/15
Gauteng region:
 Bavianspoort Ref No: GP 2024/09/10,
 Boksburg Ref No: GP 2024/09/11 (X2 Posts)
 Johannesburg Ref No: GP 2024/09/12 (X3 Posts)
 Kgoši Mampuru II Ref No: GP 2024/09/13 (X4 Posts)
 Krugersdorp Ref No: GP 2024/09/14 (X2 Posts)
 Leeuwkop Ref No: GP 2024/09/15 (X4 Posts)
 Modderbee Ref No: GP 2024/09/16 (X2 Posts)
 Zonderwater Ref No: GP 2024/09/17 (X2 Posts)
KwaZulu Natal region:
 Durban Ref No: KZN 2024/09/12 (X2 Posts)
 Empangeni Ref No: KZN 2024/09/13 (X2 Posts)
 Glencoe Ref No: KZN 2024/09/14
 Kokstad Ref No: KZN 2024/09/15 (X2 Posts)
 Ncome Ref No: KZN 2024/09/16
 Pietermaritzburg Ref No: KZN 2024/09/17 (X2 Posts)
 Waterval Ref No: KZN 2024/09/18
Limpopo, Mpumalanga and North West region:

Thohoyandou Ref No: LMN 2024/09/03

Western Cape region:

Allandale Ref No: WC 2024/09/04,

Breede Rivier (Worcester) Ref No: WC 2024/09/05 (X2 Posts)

Drakenstein Ref No: WC 2024/09/06

Goodwood Ref No: WC 2024/09/07 (X2 Posts)

Helderstroom (Overberg) Ref No: WC 2024/09/08

West Coast (Malmesbury) Ref No: WC 2024/09/09

Pollsmoor Ref No: WC 2024/09/10

Southern Cape (George) Ref No: WC 2024/09/11

Voorberg Ref No: WC 2024/09/12 (X2 Posts)

REQUIREMENTS

: Recognized degree or national diploma in one of the following fields: Criminal Justice, Community Development, Social Science, Policing or Human Rights related field. 5 years' experience in community development work and/or Criminal Justice. Previous experience in a decision-making capacity will be advantageous. Retired professionals are encouraged to apply. Competencies and Attributes: Communication. Client orientation and customer focus. Problem solving and analysis. Decision making. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of the Parole Board System.

DUTIES

: The successful candidates will be responsible to attend and participate in the decision-making role in Parole Board hearings. Act as a facilitator of community reintegration on the part of offenders. Protect the interest of the community, offenders and the state. Ensure objective and fair application of the release policy. Perform ad-hoc tasks as determined by the Board. Ensure confidentiality in terms of Parole Board meetings, decisions and documentation.

ENQUIRIES

: Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883
Free State and Northern Cape region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368
Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape region: Ms A Reddy Tel No: (021) 550 6059/ Mr S Sikisazane Tel No: (021) 550 6052/ (021)550 6054

NOTE

: Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 30 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 do 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 33/09** : **PROVINCIAL HEAD REF NO: 24/54/FS**
- SALARY** : R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Free State
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science, Law / Public Administration/Management; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); 5 years' experience at a senior managerial level in court/Administration; Knowledge of Public Finance Management Act (PFMA) and Budget Management, Treasury Regulations, Public Service Regulations and all relevant governance prescripts; Knowledge and understanding of the Constitution, case law, criminal, civil and family cases and interpretation of relevant statutes; Knowledge of Human Resource Practices, Financial Management Practices, Service Delivery Improvement Models, Facility and Security Management. 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 skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage justice operations and related services in the province; Manage the provision of legal administration and advisory services; Manage and monitor human resource management and development services in the province; Manage and administer the provision of financial management services in the province; Manage and facilitate stakeholder relationship; Provide effective people management.
- ENQUIRIES** : Ms. N. Dywili at (073) 775 0709

- APPLICATIONS** : 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, or email to DOJ24-54-FS@justice.gov.za
- POST 33/10** : **DIRECTOR: ICT TESTING AND QUALITY ASSURANCE REF NO: 24/50/ICT**
- 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 undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/senior managerial level of which 3 years must be in Testing/Quality Assurance; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of ICT Audit Management; ICT Governance Framework, ICT Strategy and Planning; ICT Planning and Monitoring Framework; ICT Policy Development, ICT Project Management Methodologies (e.g PMBOK, PRINCE 2), Waterfall SDLC methodologies, ICT Risk Management; Modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. 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 development of the Test Strategies and Test plans; Manage and facilitate the Analysis, Design, Execution and Quality Assurance process; Manage and maintain the Quality Assurance environments and Testing Tools/Software; Manage Service Level Agreement/Service provider; Provide effective people management.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 DOJ24-50-ICT@justice.gov.za.
- POST 33/11** : **DIRECTOR: ICT SYSTEM MANAGEMENT AND BUSINESS INTELLIGENCE REF NO: 24/51/ICT**
- 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 undergraduate qualification (NQF level 7) in Information Communication Technology as recognized by SAQA; 5 years of experience at middle/senior managerial level; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development, ICT Planning and Monitoring Framework; Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. 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.
- DUTIES** : Key Performance Areas: Manage the development of Business Applications; Manage the maintenance of Business Applications; Manage functional support and enhancements to Business Application; Manage the provision of business intelligence services; Provide effective people management.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 DOJ24-51-ICT@justice.gov.za

<u>POST 33/12</u>	:	<u>DIRECTOR: ICT ENTERPRISE ARCHITECTURE REF NO: 24/44/ICT</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) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/ senior management level in ICT management of which 3 years must be in ICT Enterprise Architecture; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Strategic & Operational Planning, Corporate Governance of ICT, ICT policy development, ICT risks, ICT audits and ICT related compliance, ICT Audit Management, ICT Planning and Monitoring Framework, modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government financial processes and systems. 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 design, development and maintenance of the ICT Enterprise Architecture; Manage the design, development and maintenance of ICT Business and Data Architectures; Manage the implementation of ICT Technology and Application Architectures; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Kganyago Tel No: (012) 315 1844 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 DOJ24-44-ICT@justice.gov.za
<u>POST 33/13</u>	:	<u>DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY (X2 POSTS)</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>	:	Provincial Office: Northern Cape Ref No: 24/48/NC Provincial Office: Free State Ref No: 24/47/FS
<u>REQUIREMENTS</u>	:	An LLB or appropriate legal or law degree (NQF level 7) as recognized by SAQA; A post graduate qualification in Law or legal will be an added advantage; 6 years' experience in the field of Law, court administration/ management environment of which 5 years should be at middle/ senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge and understanding of Public Finance Management Act, Public Service Regulations, Treasury Regulations, etc.; Knowledge of the law, International law and relations; Knowledge and understanding of the Constitution, Constitutional law cases, criminal, civil and family cases. 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 provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in the province; Facilitate the promotion and awareness of justice related services; Manage customer/client relations and service delivery; Provide effective people management.
<u>ENQUIRIES</u>	:	Northern Cape: Mr J Tope Tel No: (053) 802 1300 Free State: Ms. N. Dywili at (073) 775 0709
<u>APPLICATIONS</u>	:	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 Hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-48-NC@justice.gov.za

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, or email to DOJ24-47-FS@justice.gov.za

NOTE : Separate applications must be made quoting the relevant reference number.

OTHER POSTS

POST 33/14 : **SENIOR STATE LAW ADVISOR: LEGISLATIVE DEVELOPMENT (LP 9) REF NO: 24/04/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
: An LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Knowledge of the Constitutional Law, Administrative Law, Labour Law and International Law Skills and Competencies: Legal research and legislative drafting; Problem solving and decision making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Mentoring and coaching skills; Planning and organizing skills; Interpersonal relations; Ability to work under pressure and independently.

DUTIES : Key Performance Areas: Investigate, evaluate, draft new and amend primary and subordinate legislation which has a bearing on the line function of the Department; Conduct legal research that will provide information and relevant to the legal matter at hand; Evaluate and give inputs on draft legislation prepared by another department; Draft memorandums, reports and government notices; 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 DOJ24-04-SLA@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 33/15 : **DEPUTY DIRECTOR: CONTRACT AND SUPPLIER PERFORMANCE MANAGEMENT REF NO: 24/10/FMS**

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 National Diploma/Degree in Supply Chain Management, Financial Management or Business Management or equivalent qualification (with strong emphasis on Contract Law); A minimum of 3 years' experience in Supply Chain Management environment and management of contracts within the public sector at management (Assistant Director) level; Knowledge of SCM regulatory framework, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Act, State Information Technology Act (SITA), Construction Industry Development Board (CIDB) and National Treasury prescript; A valid driver's license. 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; Project management; Team leadership.

DUTIES : Key Performance Areas: Provide supplier performance management services; Manage and administer process and contract management; Manage contract management risk; Provide effective people management.

ENQUIRIES APPLICATIONS : 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 DOJ24-10-FMS@justice.co.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/16** : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST REF NO: 24/01/ICT (X3 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 REQUIREMENTS** : National Office, Pretoria
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Communication Technology; A minimum of 3 years experience in Business Analysis at management (Assistant Director) level; Knowledge of Public Finance Management Act, Public Service Regulations and Corporate Governance of ICT Policy Framework; Knowledge of System Analysis, Solution Architecture, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall). Knowledge of SAP environment and Microsoft Power platform. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing skills; Decision making skills; Project management.
- DUTIES** : Key Performance Areas: Conduct the analysis and optimization of business processes for ICT solutions; Coordinate the design of ICT solutions; Coordinate the development of ICT solutions; 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 DOJ24-01-ICT@justice.co.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/17** : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 24/24/NC/SPR**
- 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** : Magistrate Office Springbok
: 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.
- 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 APPLICATIONS** : Ms S. Segopa Tel No: (053) 802 1300
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand deliver at the New Public Buildings (Magistrates Court) of Knight or email to: DOJ24-24-NC@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.

<u>POST 33/18</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5 -LP6) REF NO: 2024/01/GP</u>
<u>SALARY</u>	:	R597 753 – R1 374 714 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Johannesburg An LLB or 4 year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admittance as an Attorney, The right of appearance in the High Court of South Africa; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license; Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Moabelo Tel No: (011) 332 9000 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 DOJ24-01-GP@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 33/19</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CONTRACT DRAFTING AND VETTING REF NO: 24/05/LD</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 REQUIREMENTS</u>	:	National Office: Pretoria An LLB qualification; A minimum of 8 years' appropriate post qualification legal/litigation experience; Admission as an attorney/advocate will be an advantage; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of criminal procedures, practice and court rules; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act; Knowledge and experience of the judicial system and functioning of the courts; Knowledge and experience in Office Administration. Skills and Competencies: Legal research and drafting skills; Report writing (memoranda) and analytical skills; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal); Strategic capability and leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage the vetting of contracts and provide legal advice and opinions relating to contracts; Manage the process of dealing with and managing Labour Litigation matters; Manage out of service debt; Manage and process losses in respect of State money and property; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	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 DOJ24-05-LD@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

<u>POST 33/20</u>	:	<u>COURT MANAGER (X3 POSTS)</u>
<u>SALARY</u>	:	R552 081 – R650 322 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Potchefstroom Magistrate Court Ref No: 24/VA04/NW Magistrate Office Victoria West Ref No: 25/24/NC/VW Magistrate Office Kudumane Ref No: 26/24/NC/KUD
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/ Degree (NQF Level 6) as recognized by SAQA in Public Administration/ Management Law/ Legal studies of field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act(PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and competencies: Applied strategic thinking; Applying 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 and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	North West: Ms. L Shoai Tel No: (018) 397 7088 Northern Cape: Ms. S. Segopa Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	North West: 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 DOJ24-04-NW@justice.gov.za 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 hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-24-NC@justice.gov.za and/ or DOJ24-26-NC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 33/21</u>	:	<u>ASSISTANT DIRECTOR: ICT NETWORKS AND RELATED INFRASTRUCTURE MANAGEMENT REF NO: 24/02/ICT (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 undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Infrastructure at a Specialist level; Knowledge of ICT Service Delivery Management, ICT policy development, ICT risks, ICT audits and ICT related compliance; Knowledge and understanding of Government Financial processes and systems, ITIL, COBIT and Corporate Governance (King V or latest); Knowledge and understanding of Public Finance Management Act, Public Service Regulations, Treasury Regulations, ICT Planning and monitoring framework. Skills and competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Diversity management; Interpersonal and conflict resolutions; Problem solving skills; Planning and organising skills; Decision making skills; Team leadership; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Deploy ICT Network solutions (WAN and LAN); Deploy Network and Application monitoring; Undertake ICT Network Infrastructure upgrades; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr. M. Mokoena Tel No: (012) 744 2026
<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 or email to DOJ24-02-ICT@justice.co.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/22** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: 24/19/HR (X4 POSTS)**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An appropriate qualification (NQF level 6) as recognized by SAQA in Labour Relations or related equivalent qualification; A minimum of 3 years' experience in employee relations environment at supervisory level; Knowledge of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act; 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. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the handling of grievances; Facilitate the handling of misconducts; Facilitate the handling of departmental appeals; Facilitate the handling of rights disputes and labour litigation; Facilitate the departmental collective bargaining and reporting processes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : 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 DOJ24-19-HR@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/23** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 24/20/HR**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An appropriate qualification (NQF level 6) as recognized by SAQA in Public Administration or Management/ Industrial Organisational Psychology; A minimum of 3 years' experience in Organizational Development environment at supervisory level; Knowledge of Change Management principles and methodologies; Knowledge and understanding of Organisational behaviour, Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate change management interventions; Facilitate the implementation of change management plans; Identify and manage resistance to change Facilitate organizational culture diagnoses; Provide effective people management.
- ENQUIRIES APPLICATIONS** : 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 DOJ24-20-HR@justice.gov.za

- NOTE** : People with disabilities are encouraged to apply.
- POST 33/24** : **CHIEF WORKSTUDY OFFICER REF NO: 24/18/HR (X3 POSTS)**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate qualification (NQF level 6) as recognized by SAQA in Management Services/Organisation and Work study/Operations Management/ Production Management; A minimum of 3 years' experience in Organisational Development environment Knowledge of Organisational Design, job evaluation system and processes; Knowledge of development of job profile and job competencies, Business Process Management and Organisational Development; Knowledge and understanding of the Public Service Statutory frameworks, Financial Management and regulatory frameworks/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Government initiatives and decisions. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and Financial Management; Communication and information management; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Team leadership, critical thinking.
- DUTIES** : Develop and review organizational structures and systems; Develop business processes; Develop norms and standards for departmental operations; Conduct job analysis and evaluation process; Develop and review job descriptions; Provide effective people management.
- ENQUIRIES** : Ms. A. Van Ross Tel No: (012) 315 1094
- 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 DOJ24-18-HR@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/25** : **ADMINISTRATIVE OFFICER REF NO: 55/24EC**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate: Tsomo
- REQUIREMENTS** : A National Diploma/ NQF Level 6/ Degree in Office Administration/ Office Management; A minimum of 3 years' experience in office or court administration environment of which at least one year should be at supervisory/ team leader. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail; Planning and organizing; Leadership and management capacities.
- DUTIES** : Key Performance Areas: Administer case flow management; Manage office facilities and risk services in the unit. Provide effective administration for the unit. Ensure effective and efficient financial management. Manage the human resources of the office.
- ENQUIRIES** : Mr. A Jilana Tel No: (043) 702 7000 / 7010
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-55-EC@justice.gov.za
- POST 33/26** : **MAINTENANCE INVESTIGATOR (X3 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Port Shepstone Ref No: 24/05/KZN
Emlazi Ref No: 24/06/KZN
Ntuzuma Ref No: 24/07/KZN
- REQUIREMENTS** : A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner;

<u>DUTIES</u>	:	Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure. Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for the district in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J.N. Mdaka Tel No: (031) 372 3000
<u>NOTE</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 DOJ24-05-KZN@justice.gov.za , DOJ24-06-KZN@justice.gov.za , DOJ24-07-KZN@justice.gov.za
<u>POST 33/27</u>	:	<u>LANGUAGE PRACTITIONER: TRANSLATION AND EDITORIAL SERVICES REF NO: 24/55/SLA (X3 POSTS)</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria Cape Town
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) as recognized by SAQA in Communication or Linguistics; A minimum of 1 year experience in Language services; Knowledge and understanding of translation and interpreting. Language requirements: (Setswana / Afrikaans / Tshivenda). Skills and Competencies: Computer literacy; Good communication (written and verbal); Good interpersonal relation; Planning and organizing skills; Decision making skills; Strategic capability and leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Translate Bills and other legal documents; Conduct terminology development (harvesting); Perform administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mokoena Tel No: (012) 744 2026
<u>NOTE</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 or email to DOJ24-55-SLA@justice.gov.za
<u>POST 33/28</u>	:	People with disabilities are encouraged to apply.
<u>SALARY</u>	:	<u>MAINTENANCE OFFICER (MR1 – MR5) REF NO: 28/24/NC/PAM</u>
<u>CENTRE</u>	:	R239 673 – R1 053 387 per annum, (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>REQUIREMENTS</u>	:	Pampierstad Magistrate Office (will serve at Hartswater, Warrenton and Jan Kempdorp)
<u>DUTIES</u>	:	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; Proficiency in at least two official languages; 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.
<u>ENQUIRIES APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Mr N Leshage Tel No: (053) 802 1300
<u>NOTE</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-28-NC@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

- POST 33/29** : **LEGAL ADMINISTRATIVE OFFICER (MR1 – MR5) REF NO: 24/07/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** : Provincial Office, Bloemfontein
- REQUIREMENTS** : An LLB or four (4) year recognized legal qualification; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); Knowledge of Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid drivers license; Skills and competencies: Computer literacy (MS Office); Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime.
- DUTIES** : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss and (of) damage to State property; Determine Legal Liability and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.
- ENQUIRIES** : Ms N Dywili at 073 775 0709
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9300 or email to DOJ24-07-FS@justice.gov.za
- POST 33/30** : **COURT INTERPRETER REF NO: 27/24/NC/CAL**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Calvinia Magistrate Office
- REQUIREMENTS** : Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: Afrikaans and Setswana are compulsory; Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
- ENQUIRIES** : Mr. Y Ajimudin Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-27-NC@justice.gov.za
- NOTE** : Applicants will be subjected to a Language test.
- POST 33/31** : **ADMINISTRATION CLERK REF NO: 05/24/LMP**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Thohoyandou
- REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant Experience. Skills and Competencies: Good communication skills (verbal and written); Sound

interpersonal relations; Computer literacy (MS Office); Must be self-driven, innovative with flair in dealing with people; Must be able to work under pressure; Accuracy and attention to detail.

DUTIES

: Key Performance Areas: Render general clerical support services; Provide the financial administration support services in the component; Keep and maintain personnel records in the component; Provide supply chain clerical support services within the component; Provide various administrative duties.

ENQUIRIES

: Adv. R.D Ramanenzhe at 081 037 2323/ 081 037 5014

APPLICATIONS

: Quoting the relevant reference number, direct your application to: Postal address: The Office Manager: Family Advocate - Magistrate Thohoyandou, Private Bag X5005, Thohoyandou, 0950 or Physical address: Reception area Magistrate Thohoyandou, Mphephu Drive next to Game Store or email to DOJ24-05-LMP@justice.gov.za

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : Email to Recruitment05@dmre.gov.za . Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Alternatively, application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms M Palare Tel No: (012) 406 7426/ Ms T Gumede Tel No: (012) 406 7567
- CLOSING DATE** : 30 September 2024
- NOTE** : The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications. NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 33/32** : **HEAD OF OFFICE REF NO: 009**
(Office of the Deputy Minister: Mineral and Petroleum Resources)
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package)
- REQUIREMENTS** : Relevant degree in politics/ administration (NQF level 7) with minimum of 7 years' experience/knowledge of Ministry operations at middle/senior managerial level Plus the following key competencies: Knowledge of: Ministry Operations, working knowledge of the political and parliamentary processes in

South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Knowledge of public service policy and prescripts. Previous exposure to administrative and strategic management functions Skills: Good verbal and written communication skills, Computer Literacy, Proven problem-solving skills, Good Interpersonal liaison skills, Research skills, Project Management skills, Negotiation skills, Financial Management skills. Thinking Demand: Ability to analyse information and form conclusion. Quick decision maker. Recommendations/Note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

- DUTIES** : Act as the Deputy Minister's principal point of contact with the Department. Address submissions and briefing on major policy and administrative issues referred to the Deputy Minister. Liaise with amongst others the Ministerial Advisor and the Director-General's Office. Compile and manage the office budget and consultation with the Ministry. Accompany the Deputy- Minister on major visit/meeting/events. Manage Projects and programmes assigned to Deputy Minister and execute other duties as and when required by the Deputy Minister. Manage staff in the Office of the Deputy Minister.
- ENQUIRIES APPLICATIONS** : Ms LM Maluleka Tel No: (012) 406 7421
: Email to Recruitment05@dmre.gov.za

OTHER POSTS

- POST 33/33** : **COMMUNITY OUTREACH OFFICER REF NO: 010**
Office of the Deputy Minister: Mineral and Petroleum Resources

- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Head Office
: National Diploma in Politics/administration (NQF level 6) with minimum of 3 years' experience in Ministry operations Plus the following key competencies: Knowledge of: Public Service Act. Public Service. Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Working knowledge of political and parliamentary processes in South Africa. Skills: Computer Literacy. Communication skills (verbal and written). Creative and Innovation. Interpersonal and Analytical skills Thinking Demand: Logical. Creativity/ innovative thinker. Objective. Accurate. Diplomatic.

- DUTIES** : Engage communities on service of the Portfolio. Reach out to unblock service bottlenecks within the portfolio. Address citizens' complaints on the work of the Portfolio. Facilitate easy access to public.

- ENQUIRIES APPLICATIONS** : Ms LM Maluleka Tel No: (012) 406 7421
: Email to Recruitment05@dmre.gov.za

- NOTE** : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

- POST 33/34** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 001**
Office of the Minister: Mineral and Petroleum Resources
Re-advertisement for post no: 30/61 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Head Office
: National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years relevant experience with Driver's licence PLUS the following key competencies: Knowledge of: Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Knowledge of public service policy and prescripts, Mineral and Petroleum Resources sector. Skills: Good verbal and written communication skills, Computer Literacy, problem-solving skills, Good Interpersonal liaison skills, Negotiation skills, Formulating and editing skills. Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making

DUTIES : Manage the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.
ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment01@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 33/35 : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 002**
Office of the Minister: Electricity and Energy
Re-advertisement for post 30/62 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa , Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Electricity and Energy sector. Skills: Good verbal and written communication skills, Computer Literacy, proven problem-solving skills, Good Interpersonal liaison skills, Negotiation skills, Formulating and editing skills. Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

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

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment02@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 33/36 : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: 003**
Office of the Minister: Mineral and Petroleum Resources
Re-advertisement for post 30/63 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience in Government and NGO/ CBO sector. Parliamentary an advantage with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Mineral and Petroleum sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison skills Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

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

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment03@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

- POST 33/37** : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: 004**
Office of the Minister: Electricity and Energy
Re-advertisement for post 30/64 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Head Office
: National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience in Government and NGO/ CBO sector. Parliamentary an advantage with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Electricity and Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison skills Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.
- DUTIES** : Manage the administrative activities within the office of the executive authority this would inter alia, entail the following, liaise with internal and external role-players about matters relating to the portfolio of the executive authority the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.
- ENQUIRIES APPLICATIONS NOTE** : Ms LM Maluleka Tel No: (012) 406 7421
: Email to Recruitment04@dmre.gov.za
: Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.
- POST 33/38** : **FOOD AIDE SERVICE REF NO: 005**
Office of the Minister: Mineral and Petroleum Resources
Re-advertisement for post 30/69 PSVC 30 of 2024, Applicants who previously need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)
: Head Office
: ABET 2 (NQF level 1) with no experience Plus the following key competencies: Knowledge of: Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa. Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.
- DUTIES** : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided, Removal of garbage disposal.
- ENQUIRIES APPLICATIONS NOTE** : Ms LM Maluleka Tel No: (012) 406 7421
: Email to Recruitment07@dmre.gov.za
: Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.
- POST 33/39** : **FOOD AIDE SERVICES REF NO: 006**
Office of the Deputy Minister: Mineral and Petroleum Resources
Re-advertisement for post 30/70 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)
: Head Office
: ABET 2 (NQF level 1) with no experience PLUS the following key competencies: Knowledge of: Public Service Act, Public Service portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.
- DUTIES** : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided, Removal of garbage disposal.
- ENQUIRIES** : Ms LM Maluleka Tel No: (012) 406 7421

APPLICATIONS : Email to Recruitment07@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 33/40 : **FOOD AIDE SERVICES REF NO: 007**
Office of the Minister: Electricity and Energy
Re-advertisement for post 30/71 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF level 1) with no experience PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided, Removal of garbage disposal.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment08@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 33/41 : **FOOD AIDE SERVICES REF NO: 008**
Office of the Deputy Minister: Electricity and Energy
Re-advertisement for post 30/72 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF level 1) with no experience Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures. Maintain quality control measures of all food provided, Removal of garbage disposal.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment08@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 01 October 2024
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgment of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

ERRATUM: The post of Senior State Advocate with Recruit 2024/07 re-advertised in Public Service Vacancy Circular 28 of 2024 dated 02 August 2024; Senior Public Prosecutor (Community Prosecutor) with Recruit 2024/117; Senior Public Prosecutor with Recruit 2024/118; Senior State Advocate with Recruit 2024/93; State Advocate (Attorney) with Recruit 2024/153; 1X Regional Court Prosecutor (Middelburg) with Recruit 2024/178; Regional Court Prosecutor with recruit 2024/184; Regional Court Prosecutor with Recruit 2024/185; Regional Court Prosecutor with Recruit 2024/225 and District Court Control Prosecutor with Recruit 2024/236 advertised in Public Service Vacancy Circular 30 dated 23 August 2024 are hereby withdrawn.

MANAGEMENT ECHELON

- POST 33/42** : **CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/249**
Investigating Directorate Against Corruption
(Re-advert)

- SALARY** : R1 216 824 per annum (SMS Level 13), (total cost package)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : An appropriate B -degree or Advanced Diploma (NQF level 7) qualification in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (FP (SA)) accreditation. At least eight years minimum experience with five years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration specifically: The Constitution of South Africa and the rights of suspects; Prevention of Organised Crime Act 121 of 1988, with the emphasis on racketeering, money laundering and asset forfeiture provisions; Minimum Information Security Standards (MISS); Relevant provisions of the NPA Act, 32 of 1998; The Public Service Act and Regulations; Access to Information Act; Justices of the Peace and Commissioner of Oaths Act 16 of 1963; Prevention and Combating of Corrupt Activities Act 12 of 2004; Protected Disclosures Act 26 of 2000; 10. Criminal Procedure Act 51 of 1977. Knowledge of Asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. Knowledge of NPA and NPS policies and procedures relevant to the job functions. General Management skills. Understand direct and indirect methods of determining income. Information management. Writing skills. Task/time management skills. Strategic thinking. Conflict management. Interpersonal relations. Communication. Planning. Analytics and the application of visual presentation software to present data. Specialist/Professional. Research skills. Problem Solving skills. Processing of digital forensic images through indexing, filtering, collaboration, automation and data visual ID Case Management System. Relevant MS office suite. Valid driver's licence.

- DUTIES** : Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions. Expert testimony in any court of law.

- ENQUIRIES** : Maureen Dibetle Tel No: (012) 845 7727
- APPLICATIONS** : e mail Recruit2024249@npa.gov.za

OTHER POSTS

- POST 33/43** : **SENIOR STATE ADVOCATE**
Specialised Commercial Crime Unit

- SALARY** : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
- CENTRE** : Pretoria Ref No: Recruit 2024/250
Mpumalanga (Mbombela) Ref No: Recruit 2024/251
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or

criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Knowledge of asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Pretoria: Bontle Barend Tel No: (012) 401 9421
Mpumalanga: Tebogo Mashile Tel No: (013) 045 0686

APPLICATIONS : Pretoria e mail Recruit2024250@npa.gov.za
Mpumalanga e mail Recruit2024251@npa.gov.za

POST 33/44 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/252**
Asset Forfeiture Unit

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : Cape Town (Georg)

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

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

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail Recruit2024252@npa.gov.za

POST 33/45 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/253**
National Prosecutions Services

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

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

DUTIES

making ability. Computer literacy and knowledge of programs in MS Office. The incumbent will be required to travel within the region. A valid driver's licence.

: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Ensure accurate statistics and good governance. Mentor and coach junior staff (Prosecutors/ Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to Advocates/Prosecutors/ SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES
APPLICATIONS**

: Tulisa Sibindlana Tel No: (047) 501 2669
: e mail Recruit2024253@npa.gov.za

POST 33/46

: **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/254**
National Prosecutions Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
: DPP: Cape Town (STU)
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge and understanding of SARS functions and financial or accounting background. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

DUTIES

: Study case dockets. Decide on the institution of and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail Recruit2024254@npa.gov.za

POST 33/47 : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2024/255**
National Prosecutions Service

SALARY : R1 132 806 – R1 762 857 per annum (Level CM-1), (total cost package)
CENTRE : CPP: Port Elizabeth (Humansdorp)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower-level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Andiswa Tengile Tel No: (012) 842 1450
APPLICATIONS : e mail Recruit2024255@npa.gov.za

POST 33/48 : **STATE ADVOCATE REF NO: RECRUIT 2024/256 (X3 POSTS)**
National Prosecutions Service

SALARY : R884 268 - R1 459 071.per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : DPP: Grahamstown
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

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

ENQUIRIES : Nomfuneko Ntapane Tel No: (046) 602 3000

APPLICATIONS : e mail Recruit2024256@npa.gov.za

POST 33/49 : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/257**
Asset Forfeiture Unit

SALARY : R849 702 per annum (MMS Level 11), (total cost package)
CENTRE : Nelspruit
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examine will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' experience in financial investigation. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.

DUTIES : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail Recruit2024257@npa.gov.za

POST 33/50 : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2024/258**
National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (total cost package)
CENTRE : CPP: Middelburg (Elukwatini)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

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

ENQUIRIES : Tebogo Mashile Tel No: (013) 045 0686
APPLICATIONS : e mail Recruit2024258@npa.gov.za

POST 33/51 : **HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2024/259**
National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)
CENTRE : CPP: Welkom (Bethlehem)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally,

		Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001 e mail Recruit2024259@npa.gov.za
<u>POST 33/52</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2024/260</u> National Prosecutions Service
<u>SALARY</u>	:	R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Durban An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<u>DUTIES</u>	:	Manage, train and give guidance to Prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Sphelele Dlamini Tel No: (031) 334 5236 e mail Recruit2024260@npa.gov.za
<u>POST 33/53</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2024/261 (X2 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R308 154 per annum (Level 07), (excluding benefits)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria: Head Office An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two (2) years' relevant experience performing general administration function. Experience in HR, Fleet and Facilities is an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organizing skills, written

and verbal communication skills. Proven Supervisory experience. Problem solving skills, knowledge and skill of administrative and secretarial services. General computer literacy skills in MS Word, Excel, PowerPoint, SharePoint and Outlook. Strong interpersonal and communication skills.

DUTIES : Supervise and render clerical support services. Administer facilities management and administration within the component. Administer Fleet Management and Administration. Administer human resources duties.

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail Recruit2024261@npa.gov.za

POST 33/54 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2024/262 (X4 POSTS)**
Investigating Directorate Against Corruption

SALARY : R216 417 per annum (Level 05), (excluding benefits)
CENTRE : Pretoria: Head Office

REQUIREMENTS : Grade 12 or equivalent. Able to type. Ability to work independently and under pressure. Integrity, reliable, tolerant, and determined. Ability to identify and handle highly confidential matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e-mail Recruit2024262@npa.gov.za

NATIONAL TREASURY

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



CLOSING DATE : 30 September 2024 at 12:00 pm (Midday)
NOTE : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position/s and/or to re-advertise a post/s. The National Treasury is compliant to the requirements of POPIA.

OTHER POST

POST 33/55 : **CHARTERED ACCOUNTANTS ACADEMY REF NO: CHARTERED ACCOUNTANTS ACADEMY 2025**
 Division: Office Of the Accountant-General
 (36 Months)
 Purpose: The National Treasury's Chartered Accountants Academy offers a three-year full-time training contract that will provide trainees with an opportunity to develop the Professional Values, Attitudes and Acumens (PVAA) proficiency in pursuance of the Chartered Accountancy CA(SA) profession.

SALARY : R444 036.per annum, (all-inclusive)
CENTRE : Pretoria, Johannesburg, Cape Town & Durban
REQUIREMENTS : Certificate in the Theory of Accounting (CTA) or equivalent qualification that meets SAICA requirements to write Initial Test of Competence (ITC) in January 2025 Candidates who are in the process of completing CTA or doing final year of equivalent qualification can apply.

DUTIES : Key learning areas to be clarified by various units where the successful trainees will be placed.

ENQUIRIES : caa@treasury.gov.za
APPLICATIONS : To apply: Send your application form available on <https://www.treasury.gov.za/graduate/default.aspx>, Grade 12 certificate, full official academic record, and your South African ID to: caa@treasury.gov.za

NOTE : Training Programme: Candidates are invited to apply for the programme and will be exposed to the public sector with a view to meeting the skills shortage in the sector. Trainees will have an opportunity to be on the cutting edge of financial management transformation and be part of policy development initiatives while developing technical and PVAA.

INTERNSHIP PROGRAMME 01 MARCH 2025 – 29 FEBRUARY 2028

Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.

NOTE : Applications: The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post except in a case where an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position/s and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

OTHER POSTS

POST 33/56 : **PUBLIC FINANCE INTERN (X1 POST)**
Chief Directorate: Economic Services
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom/Honours Economics/Public Policy/Public Finance
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/57 : **PUBLIC FINANCE INTERN (X1 POST)**
Chief Directorate: Health & Social Development
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom/Honours Economics/Finance/Accounting
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/58 : **PUBLIC FINANCE INTERN (X1 POST)**
Chief Directorate: Urban Development Infrastructure
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Economics/Finance/Development Economics
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/59 : **INTEGOVERNMENTAL RELATIONS INTERN (X2 POSTS)**
Chief Directorate: Local Government Budget Analysis
Period: 36 Months

STIPEND : R255 450 per annum (All-Inclusive)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	BCom/Honours Accounting, BTech/Advanced Diploma Financial Accounting BCom Economics/Bachelor/Honours Public Administration
<u>ENQUIRIES</u>	:	Only enquiries erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 33/60</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN (X1 POST)</u> Chief Directorate: Intergovernmental Policy Planning Period: 36 Months
<u>STIPEND</u>	:	R255 450 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Economics Bachelor Development Studies/Public Administration
<u>ENQUIRIES</u>	:	Only enquiries erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 33/61</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN (X1 POST)</u> Chief Directorate: Provincial & Local Government Infrastructure Period: 36 Months
<u>STIPEND</u>	:	R255 450 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Economics
<u>ENQUIRIES</u>	:	Only enquiries erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 33/62</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN (X1 POST)</u> Chief Directorate: Provincial Budget Analysis Period: 36 Months
<u>STIPEND</u>	:	R255 450 per annum (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Accounting/Financial Accounting/Financial Management BTech/Advanced Diploma Financial Accounting/Financial Management
<u>ENQUIRIES</u>	:	Only enquiries erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 33/63</u>	:	<u>ECONOMIC POLICY INTERN (X1 POST)</u> Chief Directorate: Modelling & Forecasting Period: 36 Months
<u>STIPEND</u>	:	R255 450 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours/Masters Econometrics/Economics
<u>ENQUIRIES</u>	:	Only enquiries erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 33/64</u>	:	<u>INTERNATIONAL & REGIONAL ECONOMIC POLICY INTERN (X1 POST)</u> Chief Directorate: African Economic Integration Period: 36 Months
<u>STIPEND</u>	:	R255 450 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Economics BA Politics Philosophy Economics (PPE) BA/Honours Political Studies/Development Studies
<u>ENQUIRIES</u>	:	Only enquiries erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 33/65</u>	:	<u>INTERNATIONAL & REGIONAL ECONOMIC POLICY INTERN (X1 POST)</u> Chief Directorate: Multilateral Development Banks & Concessional Finance Period: 36 Months
<u>STIPEND</u>	:	R255 450 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Economics/Development Finance
<u>ENQUIRIES</u>	:	Only enquiries erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

POST 33/66 : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**
Chief Directorate: Financial Operations
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : Diploma/BCom/Honours Accounting/Financial Management/Investment
Management BCom/Honours Economics
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/67 : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**
Chief Directorate: Governance & Financial Analysis
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Development Economics/Finance/Accounting
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/68 : **CORPORATE SERVICES (X1 POST)**
Chief Directorate: Financial Management – Internal Control
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Accounting/Internal Audit
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/69 : **CORPORATE SERVICES (X2 POSTS)**
Chief Directorate: Financial Management – Financial Accounting
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Honours Accounting Diploma/BCom Financial Management/ Financial
Information Systems
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/70 : **CORPORATE SERVICES (X1 POST)**
Chief Directorate: Supply Chain Management
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : Diploma/BCom Supply Chain Management/Logistics
APPLICATION : <https://erecruitment.treasury.gov.za/eRecruitment>
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za

POST 33/71 : **OFFICE OF THE CHIEF PROCUREMENT OFFICER (X1 POST)**
Chief Directorate: Transversal Contracting
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : Diploma/BCom/Honours Supply Chain Management/Logistics
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/72 : **OFFICE OF THE CHIEF PROCUREMENT OFFICER (X1 POST)**
Chief Directorate: SCM ICT
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BSc Computer Science/Information Systems
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/73 : **OFFICE OF THE ACCOUNTANT GENERAL (X1 POST)**
Chief Directorate: Accounting Support & Reporting
Period: 36 Months

STIPEND : R255 450 per annum (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Accounting/Financial Management
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/74 : **OFFICE OF THE ACCOUNTANT GENERAL (X1 POST)**
Chief Directorate: Governance Monitoring & Compliance
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Law/Finance/Public Finance Diploma Finance/Public Finance
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/75 : **OFFICE OF THE DIRECTOR GENERAL (X1 POST)**
Chief Directorate: Legal Services
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : LLB
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 33/76 : **OFFICE OF THE DIRECTOR GENERAL (X1 POST)**
Chief Directorate: Communications
Period: 36 Months

STIPEND : R255 450 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BA/Diploma/BTech/Advanced Diploma/ Graphic Design
ENQUIRIES : Only enquiries erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** :
- National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- Gauteng Division of the High Court: Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- CLOSING DATE** :
- 30 September 2024
- NOTE** :
- All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated

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

OTHER POSTS

- POST 33/77** : **COURT MANAGER REF NO: 2024/149/OCJ**
- SALARY** : R849 707 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court
 : Matric Certificate and a three (3) year National Diploma in Management or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A Degree in Management or Administration at NQF level 7 will serve as an added advantage. A minimum of six (6) years relevant experience of which three (3) years should be at (ASD level/Junior Management level). A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management, Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time Management and ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
- DUTIES** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management Services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder 19 relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical enquiries /HR enquiries Ms M Baker Tel No: (021) 469 4000/Mr S Hlongwane Tel No: (021) 469 4029
- APPLICATIONS NOTE** : Applications can be submitted via email at CourtmanagerWC@judiciary.org.za
 : The Organization will give preference to candidates in line with the Employment Equity goals
- POST 33/78** : **DEPUTY DIRECTOR: CONDITIONS AND SERVICE BENEFITS REF NO: 2024/150/OCJ**
- SALARY** : R849 707 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office Midrand

<u>REQUIREMENTS</u>	:	Matric Certificate and a three (3) year National Diploma/Degree in Human Resources Management/Labour Relations Management/or Law at NQF Level 6 with 360 credits). Applicants are to take note that the Office of the Chief Justice is a highly legalistic working environment. A minimum of five (5) years functional experience in Employment Relations Management Services of which 3 years' must be at Assistant Director Level. Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours. Skills and Competencies: Knowledge Superior Courts Act, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations, Legal Research, Records Management, Problem solving, Negotiation, Presentation Good Communication skills (oral and written), Planning, Analytical, Report writing, Conflict Management, Computer literacy (Maintenance of a Live Case Law Database). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees throughout the country and provide trend analysis reports to management. Draft charges and finalize all misconduct cases. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters country wide. Ensure effective management of the ER Information Management Systems and records management system which includes maintaining an efficient and effective rotational case management filing system and weekly updating of a live Labour Relations database. Ensure that all compliance reports are submitted in line with the OCJ Compliance Calendar. Manage, coordinate and monitor the implementation of Employee Relations' policies and procedures; Provide expert employee relations advice. Coordinate the effective Collective Bargaining processes within the Department by ensuring healthy working relationships and engagements with the relevant recognized Trade Unions.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771/2533
<u>APPLICATIONS NOTE</u>	:	Applications can be submitted via email at DeputyDirectorLR@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/79</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2024/151/OCJ</u>
<u>SALARY</u>	:	R849 707 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric Certificate and a three (3) year National Diploma/Degree in Social Work or Psychology or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of five (5) years' experience of which three (3) years must be at an Assistant Director level/Junior Management level in Employee Health and Wellness environment. A Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations, Public Service Act (PSA), Employment Equity Act (EEA), Labour Relations Act (LRA), Employee Health and Wellness policies, Occupational Health and Safety Act (OHSA), Code of Ethics, Job Access strategic framework, Basic Conditions of Employment Act (BCEA), Determination on reasonable accommodation and assistance devices for employees with disabilities in the public service, Gender Equality strategic framework, Batho Pele Principles, Employee Health and Wellness strategic framework, Relevant HIV/AIDS legislations. Skills and Competencies: Communication (verbal and written), People management, Motivational, Analytical, Problem solving, Interpersonal, Presentation, Report writing, Planning and Organising, Computer Literacy. All shortlisted candidates shall

- undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
- DUTIES** : Manage the provision of employees support services through an integrated wellness programme. Manage organisational Occupational Health and Safety programmes. Manage and implement Gender, Disability and Youth (GDY) programmes in the Department. Conduct life skills training on time, conflict and stress management in the workplace Coordinate the promotion of physical health through sports events Facilitate and coordinate services for wellness day Liaise / Network with stakeholders and other organisations with regard to Employee Wellness issues, and implement best practices accordingly. Market the Employee Wellness programme through poster awareness, publication of health information monthly, information sessions, commemoration of health events according to the Health and Wellness calendar. Conduct absenteeism analysis and compile reports. Facilitate the implementation of HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes: Draft/Review policies to guide the implementation of HIV/AIDS and TB Management Conduct HIV, AIDS, STI, and TB information sharing sessions Monitor the distribution of male and female condoms Facilitate the implementation of HIV & AIDS programmes Observe Health calendar days and initiate awareness programmes and render Employee Assistant Programme (EAP): Coordinate and render debriefing, pre-counselling, referral, and support service to employees Analyse individual as well as group needs and identify psychosocial health risks, recommendations, implementation and action plan to address risks Recommend interventions and provide support in the implementation of action plans to address health risks identified through absenteeism report Administer and manage EAP cases Facilitate EAP support programmes Facilitate the implementation of Diversity Management programme: Develop or review policies and planning in line with the national gender policy framework as outlined in the gender policy framework Develop and motor the implementation of the disability rights policy, special programs and implementation guidelines Assess progress in implementing the diversity management policy guidelines Evaluates the impact of diversity management interventions within the Department Manage the secretariat for Transformation, Gender and Wellness Committee. Manage the Occupational Health and Safety policies and procedures for the Department. Ensure compliance with the OHSA. Manage resources (Human, Finance, Equipment/Assets) within the sub-directorate.
- ENQUIRIES** : Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- APPLICATIONS** : Applications can be submitted via email at DeputyDirectorEHWT@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 33/80** : **JUDGE'S SECRETARY REF NO: 2024/152/OCJ**
- SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court, Cape Town
- REQUIREMENTS** : Grade 12 with typing/ Secretarial Diploma. 1 – 3 years secretarial / Office assistant experience. Short listed candidates will be required to pass a competency/typing test. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BComm and a Paralegal Qualification will serve as an added advantage. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure; Attention to detail; Customer care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Research capabilities All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
- DUTIES** : Typing; Arrange and diarize appointments. Meetings for official visits, make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files, documents and provide copies of documents to the Registrar. Perform digital

recording of Court Proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge's vehicle, logbook and when required, driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his or visitors and attend to their needs. Management of Judges library and updating of documentation. Execute legal Research as directed by the Judge and comply with prescripts, Departmental Policies, Procedures and guidelines Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the judiciary in correction with cases and case-related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and legislation.

- ENQUIRIES** : Technical enquiries Ms V Noah/ Ms M Baker Tel No: (021) 469 4000
HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029
- APPLICATIONS** : Applications can be submitted via email at JudgessecretaryWC@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals
- POST 33/81** : **JUDGE'S SECRETARY REF NO: 2023/153/OCJ**
- SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Division of the High Court
Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical/enquiries: Mr O Sebatso Tel No: (018) 397 7065
- APPLICATIONS** : Applications can be submitted via email at JudgessecretaryNW@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.

- POST 33/82** : **POOL JUDGE'S SECRETARY REF NO: 2024/154/OCJ (X2 POSTS)**
(1-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Johannesburg
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.
- ENQUIRIES** : Technical/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be submitted via email at PooljudgessecretaryJHB@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals

<u>POST 33/83</u>	:	<u>ACCOUNTING CLERK REF NO: 2024/155/OCJ</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand A 3-year B-degree in Finance or equivalent qualification (Cost and Management Accounting will be an added advantage), A minimum of 2 years' administrative experience, A valid driver's license and willingness to travel, Skills and Competencies: Knowledge of the Public Finance Management Act, and related financial management systems (BAS), Competent in MS Office (excel and word), Good in report writing and presentation, Numeric, Mathematical accuracy, Ability to work independently, honesty, integrity and innovative. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
<u>DUTIES</u>	:	Assist in the preparation of various budgets. Assist budget managers in compiling their budget and expenditure reporting, Capture budget in the financial system (BAS), Manage the department's budget and notify budget managers on possible over/underspending and recommend solutions, Prepare and provide budget managers with management reports (cashflow statements) on monthly basis, Assist in the compilation of expenditure reports to various stakeholders, Assist in the preparation of financial statements (appropriation statement), Ensure application of prescribed financial procedures and policies including PFMA and Treasury Regulations, Perform other duties as directed.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr S Jiyane, Tel No: (010) 493 2500 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
<u>APPLICATIONS NOTE</u>	:	Applications can be submitted via email at Accountingclerk@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/84</u>	:	<u>REGISTRAR'S CLERK REF NO: 2024/156/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of the High Court: Cape Town Matric certificate and para -legal qualification, Two (2) years administration experience preferably in a court environment. The following will be an added advantage: Experience in general legal administration, A valid driver's licence. 36 Skills and Competencies. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. Knowledge of the Rules of the High Court. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Render support services to case flow management, Filing of civil process, Render counter services; Act as liaison between Judges and Legal Practitioners; Attend and oversee to general public queries; Rendering of efficient and effective support services to court; Attend telephone and / electronic official queries/ correspondence; Manual data collection, capturing, monitoring and control; Provide administrative support in Registrar's office(general office and case flow management);Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/or supervisor; and Assist in the filing and safekeeping of the recorded cases, Uploading and updating case information on registrars' tools.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. R David Tel No: (021) 480 2635 Hr Related Enquiries: Ms. M Baker Tel No: (021) 469 4038
<u>APPLICATIONS</u>	:	Applications can be submitted via email at RegistrarsclerkWC@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- CLOSING DATE** : 04 October 2024 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications, any disciplinary proceeding and a security clearance. Posted, hand delivered or email applications will be accepted, late applications will not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Applications must be submitted as a single document/One Attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15MB)

OTHER POSTS

- POST 33/85** : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/83 (X3 POSTS)**
(Re-advertisement for Ref No: 2023/181 and 2023/246 PSVC 23 and 25 of 2023 (X2 posts), Applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 200 426 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE REQUIREMENTS** : Pretoria Regional Office
National higher diploma (Built Environment field) with a minimum of 6 years' post qualification experience as a Professional Construction Project Manager with the SACPCMP/Relevant Council. B-Tech (Built Environment field) with a minimum of 6 years' post qualification experience as a Professional Construction Project Manager with the SACPCMP/Relevant Council. Honours degree in any Built Environment field with a minimum of 6 years' post qualification experience as a Professional Construction Project Manager with the SACPCM/Relevant Council. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high-performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.
- DUTIES** : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
- ENQUIRIES APPLICATIONS** : Mr D. Sewada Tel No: (012) 310 5399
Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria or email to: RecruitPTA24-03@dpw.gov.za
- FOR ATTENTION** : Ms. K. Tlhapane/ Ms. MC. Lekganyane
- POST 33/86** : **CHIEF CONSTRUCTION PROJECT MANAGEMENT (GRADE A) REF NO: 2024/84**
- SALARY** : R1 200 426 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE REQUIREMENTS** : Cape Town Regional Office
National higher diploma (Built Environment field) with a minimum of 6 years' post qualification experience as a Professional Construction Project Manager with the SACPCMP/Relevant Council. B-Tech (Built Environment field) with a minimum of 6 years' post qualification experience as a Professional Construction Project Manager with the SACPCMP/Relevant Council. Honours degree in any Built Environment field with a minimum of 6 years' post qualification experience as a Professional Construction Project Manager with the SACPCM/Relevant Council. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on

- appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high-performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.
- DUTIES** : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
- ENQUIRIES APPLICATIONS** : Ms T Kolele Tel No: (021) 402 2063
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT24-07@dpw.gov.za
- FOR ATTENTION NOTE** : Ms. C Rossouw
: People with disabilities are encouraged to apply
- POST 33/87** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2024/85**
- SALARY** : R1 200 426 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE REQUIREMENTS** : Gqeberha Regional Office
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience. Compulsory registration with ECSA/Relevant council as a Professional Engineer. Knowledge of mechanical engineering best practices and aspects of the building and construction environment, extensive knowledge and experience in the development, implementation and oversight of recovery plans when projects are lagging. Knowledge of PFMA, OHSA, Supply Chain Management, Contract Management, good technical and innovative problem-solving abilities. Computer literacy and experience in the application of Mechanical Engineering software in the use of dashboards to track progress. Good interpersonal and negotiation skills. Applied knowledge of all Built Environment legislatives/ regulating requirements. Excellent writing and presentation skills. A valid driver's license and the ability/ willingness to travel.
- DUTIES** : Provide technical lead in proposal preparations, define technical resources requirements for successful work execution, perform final review and approval or audits on new engineering designs according to design principles, set maintenance standards specifications and service levels according to organisational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on engineering related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures, infrastructure, scrutinize and approve fee accounts of consulting engineers. Mentor train and develop candidates and related technical personnel to promote skills/knowledge. Transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : Mr. S. L. Jikeka Tel No: (041) 408 2074

- APPLICATIONS** : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE24-03@dpw.gov.za
- FOR ATTENTION** : Ms. P. Buwa
- POST 33/88** : **SCIENTIFIC TECHNICIAN: WATER RESOURCE SCIENCE (GRADE A) REF NO: 2024/86**
- SALARY CENTRE REQUIREMENTS** : R371 253 per annum, (OSD salary package)
: Cape Town Regional Office
: National Diploma in Water Care / Analytical Chemistry or equivalent qualification. A valid driver's License. Registration with SACNASP as a Certificated Natural Scientist (Water Resources Science). Three years' minimum post qualification experience demonstrating a high level of competencies in sewage and water purification practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and environment is required. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of purification plant equipment (pumps, dosing, siphons, distribution arms on biofilters, aerators, mechanical screens etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of technology with regard to sewage and drinking water treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of great advantage. Knowledge of the applicable legislative framework like Water Act, Water Service Act, National Environmental Management Act, relevant Regulations e.g. Blue Green No Drop Regulations.
- DUTIES** : Scheduled inspections on monthly, quarterly and six monthly basis. Sampling of sewage and drinking water purification plants, final effluent and plant components as necessary. Interpret and update Operation and Maintenance Manual and as built drawings. Operator training as necessary. Assessment of sewage and drinking water plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, analysis of final effluent Perform calculations for determination of sludge age, dosage quantities etc. from sewage and drinking water purification plants, report writing compliance/non-compliance of plants, liaison with Chief Industrial Technician (Analytical Services) on laboratory administration. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Compilation of final sewage effluent and drinking water reports. Quality assessment and recommendations on improvement of water quality. Forming partnership with Project Managers in addressing challenges during Water Management related projects execution.
- ENQUIRIES APPLICATIONS** : Mr. TM Moloi Tel No: (012) 406 2099
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT24-08@dpw.gov.za
- FOR ATTENTION NOTE** : Ms. C Rossouw
: People with disabilities are encouraged to apply
- POST 33/89** : **ARTISAN PAINTER: WORKSHOP (GRADE A) REF NO: 2024/87 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R230 898 per annum, (OSD salary package)
: Cape Town Regional Office
: Appropriate Trade Test Certificate in Painting in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
- DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new

work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.

ENQUIRIES
APPLICATIONS

: Mr. E Ryklief at (066) 185 0207
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT24-09@dpw.gov.za

FOR ATTENTION

: Ms. C Rossouw

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 30 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.

OTHER POSTS

POST 33/90 : **SCIENTIST MANAGER GRADE A REF NO: 300924/01**
 Branch: Provincial Operations: Eastern Cape
 Dir: Water Resources Management Support
 Sd: Hydrological Services

SALARY : R1 042 170 per annum, (all-inclusive OSD salary package)

CENTRE : Cradock

REQUIREMENTS : An MSc Degree in Hydrology / Geohydrology / Ecohydrological Sciences. Six(6) years post qualification(BSc) natural sciences experience required. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Proven knowledge and understanding of hydrological processes. Experience on RDM tools. Experience in Integrated water resource management. Knowledge of Scientific methodologies and models. Research and development. Knowledge of legal compliance. Scientific presentation. Data analysis. Technical report writing. Business processes to ensure data flow. Professional judgement. Scientific mentoring. Policy analysis and implementation specific to CM. Strategic capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem solving and analysis. Knowledge management. People Management and Empowerment. Client

Orientation and Customer Focus. Good Communication and computer skills. Planning and organization. Willingness to travel long distances and work away from home when needed. Conflict management. Accountability and ethical conduct.

DUTIES

: Ensure the development and implementation of policies, systems, and procedures. Review and recommend/ approve scientific projects; Facilitate the setting of scientific standards, specifications, and service levels according to organizational objectives to ensure optimum operational service; Monitor scientific efficiencies according to organizational goals; and facilitate the compilation of innovation proposals to optimize limited resources in achieving increased levels of compliance within industry. Monitor compliance of the RQO's set. Provide support and advice to the stakeholder. Review scientific documents. Lead, coordinate, and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of scientific data; Ratify the evaluation, monitoring and dissemination of data; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports; and develop and customize scientific models. Ensure the development, implementation and maintenance of databases. Manage and supervise personnel and other activities. Manage day to day hydrometry investigations, quality of data, planning of data collection, processing of data and calibration for the hydrological network within the Eastern Cape. Ensure effective, efficient and accurate data quality management. Disaster management and coordination. Manage and guide scientific research to improve expertise. Develop guidelines according to research-to-research results. Publish and present research findings (results); and Lead, co-ordinate and conduct basic and applied research or knowledge application. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g., short term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously, monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management. Ensure the availability and management of funds to meet the MTEF objectives within the scientific environment/ services. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of hydrological services according to organizational needs and requirements. Ensure updating of hydstra database. Data and information dissemination to stakeholders.

**ENQUIRIES
APPLICATIONS**

: Ms B Kama Tel No: (043) 701 0366
: Eastern Cape(Cradock): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION

: Ms PN Tshevu Tel No: (043) 604 5372

POST 33/91

: **ENGINEER PRODUCTION GRADE A-C REF NO: 300924/02**
Branch: Provincial Operations Eastern Cape
Div. Umzimvubu Tsitsikamma Catchment Management Agency
Sd: Water Use Authorization

SALARY

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

**CENTRE
REQUIREMENTS**

: East London
: An Engineering degree (BSc Eng) or relevant qualification in Civil Engineering. Three (3) years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired driver's license. Preference will be given to civil engineering field. Sound knowledge of integrated water resource management and water use authorisations. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools, and procedures;

implementation, and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work abnormal hours and under pressure as well as travel extensively. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.

DUTIES : Review integrated water use authorisation applications in terms of legislation, water resource engineering, water resource management, socio-economic, environmental, and ecological concerns. Participating in discussions and providing specialist comments on all reports and submissions in connection with water use authorisation applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions and policies. Support staff in providing engineering input during stakeholder engagements. Participate in the Water Use Authorisation Assessment Advisory Committee (WUAAAC).

ENQUIRIES : Mr F Khoza Tel No: (043) 701 0342
APPLICATIONS : Eastern Cape(East London): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION : Ms PN Tshevu Tel No: (043) 604 5372
NOTE : NB successful candidate will be appointed by the Umzimvubu Tsitsikamma Catchment Management Agency.

POST 33/92 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 300924/03**
Branch: Provincial Operations: Eastern Cape
Dir: Umzimvubu Tsitsikamma Catchment Management Agency
Sd: Water Resource Planning and Management

SALARY : R721 476 - R1 084 368 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)

CENTRE : East London
REQUIREMENTS : A Science degree (Bsc) (Hon) or relevant qualification in qualification. Three (3) years post qualification natural scientific experience in the field of resource directed measures. Compulsory registration with the SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. knowledge and understanding of the National Water Act (Act 36 of 1998) and other Environmental Legislation. Knowledge and experience of water use authorizations in terms of section (c) and (l) of the National Water Act as well as integration of different sciences disciplines such as water quality, ecology, hydrology, ecology, hydrology, geology and related environmental science practices, etc) into water resource management and protection. Sound knowledge and experience in the River Eco-Status Monitoring Program (REMP). Good technical, scientific report writing and interpretation skills. Ability to work productively in an environment consisting of interdisciplinary internal and external stakeholders. Sound interpersonal skills as well as willingness to work irregular hours and travel extensively in remote areas.

DUTIES : Provide specialist and technical inputs on water use license applications. Analyse and interpret scientific data. Prepare and submit technical reports. Assist in the evaluation of license applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to water resources management and make recommendations regarding the issuing of relevant authorization. Promote water conservation and efficient water utilisation through the authorization process. Provide comments on environmental impact assessments (EIA's), environmental management plans (EMP's), environmental program reports (EMPR's) and applications within the water management area. Support the determination of the reserve in the region. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Respond to client queries within and outside the department. Participate in the water use authorization assessment. Advisory committee and relevant committees. Give inputs in the projects relevant to the management of water resources initiated by the Department. Facilitate training and career development of staff. Supervision of staff. Assist in the establishment and regulation of water management institutions.

ENQUIRIES : Mr. S Maseko Tel No: (043) 7010 327

APPLICATIONS : Eastern Cape(East London): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION NOTE : Ms PN Tshevu Tel No: (043) 604 5372
 : NB: The successful candidate will be transferred to Umzimvubu Tsitsikamma Catchment Management Agency

POST 33/93 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 300924/04**
 Branch: Provincial Operations: Eastern Cape
 Div. Umzimvubu Tsitsikamma Catchment Management Agency
 Sd: Water Use Authorization

SALARY : R721 476 - R1 084 368 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)

CENTRE : East London

REQUIREMENTS : A Science degree (BSc) (Hons) in Geohydrology and or Hydrology. Three (3) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the National Water Act (Act 36 of 1998) and other Environmental Legislations. Knowledge and experience of water use authorisations in terms of the National Water Act as well as integration of different science disciplines such as hydrology, geology and related environmental science. Knowledge and experience in water resources assessment, aquifer characterisations and instream water uses. Ability to analyse and interpret hydrogeological data. Good report writing and knowledge of groundwater information systems. Knowledge and experience of computer-based water resources assessments programs. Understanding of Integrated Water Resources Management. Operational Knowledge of eWULAAS, National Groundwater Strategy and National Water Resources Strategy.

DUTIES : Evaluate and assess instream water use, geohydrology and hydrology reports and related information in support of Water Use Authorisation Applications. Assist WULA assessors and managers in drafting implementable water use license conditions. Provide and upload instream water use, geohydrology and hydrology related comments /inputs on eWULAAS. Provide scientific and technical expertise in the field of instream water use, geohydrology and hydrology in order to assess, develop, protect, use, conserve and manage water resources within the Water Management Area / Catchment or Proto Catchment Management Area. Provide water resources advisory services to stakeholders within the Water Management Area / Catchment or Proto Catchment Management Area. Provide inputs to the environmental impact assessment and related water resources protection issues. Support staff in liaising with clients and other stakeholders to obtain outstanding information during WULA assessments. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr F Khoza Tel No: (043) 701 0342
 : Eastern Cape(East London): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION NOTE : Ms PN Tshevu Tel No: (043) 604 5372
 : NB successful candidate will be appointed by the Umzimvubu Tsitsikamma Catchment Management Agency

POST 33/94 : **CONTROL ENVIRONMENTAL OFFICER GRADE A (X2 POSTS)**
 Branch: Provincial Operations: Eastern Cape
 Div: Umzimvubu Tsitsikamma Catchment Management Agency
 Sd: Water Use Authorization

SALARY : R580 551 per annum, (OSD)

CENTRE : East London / Gqeberha
 East London Ref No: 300924/05(A) (X1 Post)
 Gqeberha Ref No: 300924/05(B) (X1 Post)

REQUIREMENTS : A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. The disclosure of a valid unexpired driver's license. Computer literacy. Extensive experience in integrated water resource management and water use authorisations.

Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles and guidelines, skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills, conflict, project management, problem solving, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel extensively. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES : Assist in implementation of policies, strategies, and guidelines in terms of National Water Act (NWA), 36 of 1998, regarding water use authorisations. Supervision of staff. Assist in the evaluation of water use authorisation applications, reports and other documents submitted in accordance with legislation relevant to Water Use Authorisations. Quality check completeness of (RoRs) and resultant decision documents. Support staff in liaising with clients and other stakeholders to obtain outstanding information during WULA assessments. Promote water conservation and efficient water utilisation through the authorisation process. Support staff in requesting of scientific inputs within the Department using the specified templates. Participate in the Water Use Authorisation Assessment Advisory Committee (WUAAAC). Facilitate training and development of staff. Final assessment of documents submitted by Applicants and input from internal specialists. Assist in responding to queries from clients within and outside the department. Support catchment management forums and bilateral meetings with stakeholders. Assist in supporting Water Tribunal cases and related court cases. Support Review and amendments of water use authorisations.

ENQUIRIES : Mr F Khoza Tel No: (043) 701 0342
APPLICATIONS : Eastern Cape(East London / Gqeberha): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION : Ms PN Tshevu Tel No: (043) 604 5372
NOTE : NB successful candidate will be appointed by the Umzimvubu Tsitsikamma Catchment Management Agency.

POST 33/95 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 300924/06**
 Branch: Provincial Operations Eastern Cape
 Div: Umzimvubu Tsitsikamma Catchment Management Agency
 Sd: Compliance Monitoring and Enforcement

SALARY : R522 741 per annum
CENTRE : East London
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Six(6) years post qualification technical (engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Project Management, Technical design and analysis knowledge, Research and Development, Computer-aided engineering applications, Knowledge of Legal compliance, Technical report writing, Technical Consulting, Problem solving and analysis, Decision making, Team work, Creativity, Financial Management, Customer focus and responsiveness, Communication, Computer Skills, Planning and organizing, People Management.

DUTIES : Manage Technical services and support in conjunction with Engineers, Technologist and associates in field, workshop and technical office activities, Ensure the promotion of safety in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Ensure quality assurance of technical designs with specification and authorize / make recommendations for approval by the relevant authority, Provide inputs into the budgeting process, Compile and submit reports as required, Provide and consolidate inputs to the technical/ engineering operational plan, Ensure the development, implementation and maintenance database, Manage, supervise and control technical and related personnel and assets, Continuous professional development to keep up with new technologies and procedures, Research/ literature studies on technical engineering technology to improve expertise, To liaise with relevant bodies / councils on engineering-related matters.

ENQUIRIES APPLICATIONS : Mr. S Maseko Tel No: (043) 7010 327
 : Eastern Cape(East London): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION NOTE : Ms PN Tshevu Tel No: (043) 604 5372
 : NB successful candidate will be appointed by the Umzimvubu Tsitsikamma Catchment Management Agency

POST 33/96 : **SCIENTIFIC TECHNICIAN (GRADE A-C) REF NO: 300924/07**
 Branch: Provincial Operations: Eastern Cape
 Dir: Water Resources Management Support
 Sd: Water Resources Protection

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

CENTRE REQUIREMENTS : Gqeberha
 : A National Diploma in Science or equivalent qualification. 3 years post-qualification experience in the water related field. Compulsory registration with the SACNASP as Certificated Natural Scientist. The disclosure of a valid unexpired driver's license. Sound knowledge of the National Water Act (No. 36 of 1998) and the National Environmental Management Act (No. 107 of 1998). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water and environmental sector: Understanding of the River Eco-status Monitoring Programme. Experience in the use of scientific methodologies and models; research and development, including scientific data collection, analysis and presentation. Experience in Computer-aided scientific applications. Technical report writing skills. Creating high performance culture. Professional judgement. Sound interpersonal skills as well as the ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travel to country-wide. Problem solving skills.

DUTIES : Implementation of the River Eco-status Monitoring Programme (REMP) in the Umzimvubu to Tsitsikamma Water Management Area. Analyse and interpret scientific data. Run the relevant REMP models and detect the environmental trends. Prepare and submit Technical Reports. Contribute to the compilation of the annual State of the rivers reports. Provide specialist inputs on Water Use License Applications. Provide comments on environmental impact Assessments (EIA's), Environmental Management Plans (EMP's) environmental program reports (EMPR's) and development applications within the Water Management Area. Participate in Wetland National Monitoring Programme (WNMP). Participate in the determination of the Reserve in the Region. Support the Citizen Science and awareness programmes. Assist in the investigation illegal water use activities and any other activity that require water resource protection inputs. Mentor, train and develop candidate research technicians and others to promote skills/ knowledge transfer.

ENQUIRIES APPLICATIONS : Ms Nqabisa Gwentshe Tel No: (043) 701 2352
 : Eastern Cape(Gqeberha): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600 or post to Private Bag X 7485 King Williams Town, 5600.

FOR ATTENTION : Ms PN Tshevu Tel No: (043) 604 5372

POST 33/97 : **SCIENTIFIC TECHNICIAN GRADE A-C REF NO. 300924/08 (X2 POSTS)**
 Branch: Provincial Operations Western Cape
 Dir: Water Resources Support Sd: Geohydrological Services

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

CENTRE REQUIREMENTS : Bellville
 : A National Diploma in Natural /Water Groundwater/ Geohydrology related Sciences or relevant qualification. Three (3) years post qualification technical scientific experience in groundwater. Compulsory registration with SACNASP as Certificated Natural Scientist. The disclosure of a valid unexpired driver's license. Program and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of groundwater resources management is essential. Extensive

experience in the water management, Environmental field, urban development, agricultural, waste management and mining. Understanding of departments role and function with respect to Water Quality and Water Resources Protection. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Understanding of principles of integrated Water Resource Management. Experience in minimizing the impacts from industries, agriculture, urban development and mining. Computer literacy. Innovative thinking. Negotiation skills. Good written and verbal communication skills. Knowledge of legal compliance. Technical report writing. Data analysis. Scientific presentation. Decision making. Customer focus and responsiveness. Problem solving.

DUTIES : Develop and implement methodologies, policies, systems and procedures. Perform technical scientific and Geohydrological functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide Geohydrological technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. To perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualize and development of scientific equipment. Equipment review. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on Geohydrological -related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff. All duties will be performed in a Geohydrological environment.

ENQUIRIES : Mr MA Jacobs Tel No: (021) 941 6219
APPLICATIONS : Western Cape (Belville): Please email your application quoting the relevant reference number to WCRRecruit@dws.gov.za or hand deliver or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville or post to Private Bag X16, Sanlamhof, 7532.

FOR ATTENTION : Mr V Mzimba

POST 33/98 : **ENGINEERING TECHNICIAN GRADE A-C REF NO: 300924/09**
 Branch: Provincial Operations
 Div. Umzimvubu Tsitsikamma Catchment Management Agency
 Sd: Compliance Monitoring & Enforcement

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

CENTRE : East London
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Project management. Technical design and analysis knowledge. Research and development. Computer –aided engineering applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making teamwork. Creativity. Customer focus, communication and computer skills. People management.

DUTIES : Render technical services to the Directorate. Assist Engineers, Technologists and Associates in field, workshops and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Technical designs and specifications. Implementation standards. Research and development.

Continuous professional development to keep up with new technologies and procedures. Research / literate studies on technical engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Improved professional knowledge. Updated methodologies. Budget inputs. Progress reports. Engineering/ technical inputs supervised staff.

ENQUIRIES APPLICATIONS : Mr. S Maseko Tel No: (043) 7010 327
 : Eastern Cape(East London): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600 or post to Private Bag X7485, King Williams Town, 5600

FOR ATTENTION NOTE : Ms PN Tshevu Tel No: (043) 604 5372
 : NB successful candidate will be appointed by the Umzimvubu Tsitsikamma Catchment Management Agency

POST 33/99 : **ENGINEERING TECHNICIAN GRADE A-C REF NO: 300924/10**
 Branch: Provincial Operations Eastern Cape
 Dir: Water Resources Management Support
 Sd: Hydrological Services

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

CENTRE REQUIREMENTS : Cradock
 : A National Diploma in Engineering or relevant qualification. Three (3) post qualification technical Engineering experience. Compulsory registration with ECSA as Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of the National Water Act No.36 of 1998. Sound Knowledge of Hydstra. Technical report writing skills. Problem Solving and analysis. Excellent communication and Computer skills, People Management. Project Management.

DUTIES : Assist Engineers, Technologists and associates in field, workshop, and technical office activities. Monitor gauging sites for data collection and defects assessment. Perform surface water level/flow monitoring for hydrological input to hydrological extremes. Promote safety in line with statutory and regulatory requirements. Develop, implement, and maintain databases. Perform the registration of hydrological data on Hydstra– Capturing and processing of data; Monitor real time system operation. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Supervising of Artisans and Assistant Technical Officers. Compile and submit reports as required.

ENQUIRIES APPLICATIONS : Ms. T Matyeni Tel No: (041) 501 0733
 : Eastern Cape (Cradock): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION : Ms PN Tshevu Tel No: (043) 604 5372

POST 33/100 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C (COMPLIANCE MONITORING AND ENFORCEMENT) (X3 POSTS)**
 Branch: Provincial Operations Eastern Cape
 Dir: Umzimvubu Tsitsikamma Catchment Management Agency
 Sd: Compliance Monitoring and Enforcement

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

CENTRE : Gqeberha / Mthatha
 Gqeberha Ref No: 300924/11(A) (X2 Posts)
 Mthatha Ref No: 300924/11(B) (X2 Posts)

REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. Practical experience in the field of compliance monitoring and enforcement will be an added advantage. The disclosure of a valid unexpired driver's license. Good computer literacy and writing skills. Good communication skills both written and verbal. Knowledge and understanding of water sector relevant

legislation (National Water Act 1998, Water Services Act 1997 and related Environmental legislation e.g. NEMA, Waste Act). Knowledge of Industrial, agricultural, afforestation, municipal and mining processes. Knowledge of compliance monitoring and enforcement with an understanding of prevailing principles of Integrated Water Resource Management, water resource protection and Catchment Management. Knowledge of GIS. Willingness to travel extensively and work irregular hours.

DUTIES : Compliance monitoring of water users across all sectors (Mines, Afforestation, Municipal, Industry, Agro processing) against issued authorizations and other regulatory requirements. Notification of audit to water user. Compilation of audit report through NCIMS. Communicate audit findings to water users. Investigation of non-compliant cases (Queries, complaints, pollution incidents, etc). Ensure administrative enforcement by issuing Notices/ Directives/ Follow-ups on notices/ directives issued. Monitor compliance on sites issued with notices/ directives by conducting follow-up site inspections. – Institute legal actions where legal notices do not achieve the desired outcome. Compilation of investigation reports through the ECMS. Facilitate representation/ action plan review on non-compliant cases/ sites and attend Representation committee meetings. Adherence to deadlines on submissions as per the Standard Operating Procedures.

ENQUIRIES APPLICATIONS : Mr F Khoza Tel No: (043) 701 0342
 : Eastern Cape(Gqeberha / Mthatha): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION NOTE : Ms PN Tshevu Tel No: (043) 604 5372
 : NB: The successful candidate will be transferred to Umzimvubu Tsitsikamma Catchment Management Agency

POST 33/101 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A -C (X4 POSTS)**

Branch: Provincial Operations: Eastern Cape
 Div: Umzimvubu Tsitsikamma Catchment Management Agency
 Sd: Water Use Authorization

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

CENTRE : East London / Gqeberha:
 East London Ref No: 300924/12(A) (X2 Posts)
 Gqeberha Ref No: 300924/12(B) (X2 Posts)

REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience including internship or experiential learning. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water use authorisations. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related regulations and procedures. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel extensively. Proven liaison and networking skills especially as they relate to stakeholder engagement.

DUTIES : Processing of water use authorisation and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during water use authorisation assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to authorisation applications. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft license conditions to control/mitigate the negative impacts of water uses. Commenting on EIA's, BAR's and other Environmental reports. Assist on responding to queries from clients within and outside the department.

ENQUIRIES APPLICATIONS : Mr F Khoza Tel No: (043) 701 0342
 : Eastern Cape(East London/Gqeberha): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600 or post to Private Bag X7485, King Williams Town, 5600

FOR ATTENTION : Ms PN Tshevu Tel No: (043) 604 5372

NOTE

: NB: successful candidate will be appointed by the Umzimvubu Tsitsikamma Catchment Management Agency.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 33/102** : **MEDICAL SPECIALIST REF NO: REFS/021566**
Directorate: Surgery – Gastrointestinal Colorectal Unit
(Re-advertisement)
- SALARY** : R1 271 901 per annum, (all-inclusive - package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate Medical qualification that allows registration with the HPCSA as a Specialist in Surgery. HPCSA registration as Medical Specialist in Surgery. None experience after registration with the HPCSA as a Medical Specialist in Surgery.
- DUTIES** : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigating. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training and Teaching Advice and supervise Registrars. Formal teaching to postgraduate and undergraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff, Research Participate in research within the department, to improve knowledge and clinical outcomes.
- ENQUIRIES** : Prof. T.E Luvhengo Tel No: (011) 488 3373, Ms. M. Maseko Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. Please Use the Reference as The Subject. Alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males, White Females,

White Males, African Females, African Males and Indian Males are encouraged to apply.

- CLOSING DATE** : 30 September 2024
- POST 33/103** : **MEDICAL OFFICER REF NO: REFS/021567**
Directorate: ENT
- SALARY** : R949 146 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Medical practitioner. Registration with the HPCSA as Medical practitioner. No experience required after registration with the HPCSA as Medical Practitioner.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient in ear, nose and throat. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance at relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team managing patients. Performance of diagnostic and interventional procedures necessary for the diagnosis and management of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime and rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr. S Motakef Tel No: (011) 488 6401, Ms. L. Maseko Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za> Please use the reference as the subject. Alternatively submit at: Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 form must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPISA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Males, Coloured Females, Indian Males, Indian Females, White Males, White Females, Coloured Males and African Females are encouraged to apply.

CLOSING DATE : 30 September 2024

POST 33/104 : **ASSISTANT MANAGER NURSING (PNA7) DAY & NIGHT REF NO: REFS/BGH/09/2024/01**
Directorate: Nursing

SALARY : R656 964 – R771 309 per annum, (plus benefits)

CENTRE : Bertha Gxowa Hospital

REQUIREMENTS : Basic R425 qualification (i.e., An appropriate bachelor's degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC. At least three (3) years of the period referred to above must be appropriate experience as an operational manager. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Current proof of registration with SANC must be attached. Service records must be included. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.

DUTIES : Monitor and evaluate service delivery (Nursing) on Day and Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National core standards and develop quality improvement plan where gaps were identified and implement the QIP. Work effectively and amicably at management level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management. Participate in training, research, and self-development. Manage resources effectively and efficiently. (Human and Material). Must have a Basic Computer Skills. Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service.

ENQUIRIES : Mrs PZN Mofokeng Tel No: (011) 278 7640

APPLICATIONS : Applicant must apply online at www.professionaljobcenter.gpg.gov.za. No Hand Delivery or posted application will be accepted based on PCM 36 of 2020

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021 and uploaded, The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 September 2024

- POST 33/105** : **QUALITY ASSURANCE MANAGER: ASSISTANT MANGER NURSING-PNA-7 REF NO: REFS/BGH/09/2024/02**
 Directorate: Quality Assurance
- SALARY** : R656 964 – R771 309 per annum, (plus benefits)
- CENTRE** : Bertha Gxowa Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. A qualification in Total Quality Management will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level PN-A5/6 in Quality Assurance. Current registration with SANC. Knowledge and understanding of Quality Assurance program especially Patient Safety Incident (PSI) Management, Complaints Management Guidelines and Health regulations, policies and Acts. Computer literacy (i.e. MS. Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in possession of a valid South African driver's license and willing to travel extensively.
- DUTIES** : Ensure planning, co-ordination, implementation, monitoring, and evaluation of the Quality Assurance programmes within the Health Establishment. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework and OHSC. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Coordinate and Facilitate development of quality improvement post audits and submit to senior management, compliant with target and deadlines at the Health Facility, District Health Services and Provincial Health Services level. Identify, facilitate and co-ordinate all Quality Improvement Plans. Conduct Patients Experience of Care Surveys daily and annually with development of Quality Improvement plans. Coordinate waiting times reports daily, weekly and monthly with narratives from relevant units with Quality Improvement developed, monitored and evaluated. Provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in Patients Safety Incidents meeting, complaints and various other related committees to improve quality of care and service user's satisfaction. Co-ordinate and support activities for service excellence. Develop clinical quality improvement programmes, policies, guidelines, and indicators with regards to Clinical audit and PSI Management. Promote compliance and implementation of the National Guideline for Patient Safety Incident Reporting and Learning in the Public Health Sector of South Africa. Monitor implementation of the above National Guideline and Quality Assurance programmes. Support all health establishments in the investigation of priority PSIs, conducting redress meetings and Clinical audits. Collate monthly, quarterly and annual Quality Assurance reports from health establishments and consolidate into a comprehensive report for the province. Monitor compliance with Patient Safety Incident management indicators as per Annual Performance Plan. Analyse data, establish and monitor trends. Plan and facilitate relevant trainings on Quality Assurance program. Facilitate sharing of lessons drawn from Patient Safety Incident Management. Monitor creation of an environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Liaise and advise on effective communication with relevant internal and external stakeholders.
- ENQUIRIES** : Ms. L.P. Khumalo Tel No: (011) 278 7788
- APPLICATIONS** : Must be online at www.professionaljobcenter.gpg.gov.za. No Hand Delivery or posted application will be accepted based on PCM 36 of 2020
- NOTE** : Notes: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021

and uploaded, The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 September 2024
- POST 33/106** : **PNB3 OPERATIONAL MANAGER SPECIALTY (TRAUMA &EMERGENCY)**
REFS/BGH/09/2024/03
Directorate: Nursing Services
- SALARY** : R656 964 per annum, (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Grade 12. Basic Qualification accredited with the South African Nursing Council in terms of Government notice R425 i.e., Diploma/Degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1-year Diploma in Post Basic Trauma Nursing Science accredited with SANC. Minimum of 9 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 5 years appropriate/recognisable experience in the specialty (Trauma & Emergency Nursing) after obtaining the 1-year post-basic qualification in the specific specialty. Current proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage. Computer literacy and driver's license. Basic Life Support Certification. Knowledge of specialised nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public service regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.
- DUTIES** : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Effectively manage the utilization and supervision of Human, Financial and services resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for promoting patients advocacy and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and specialised patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Implementation of ideal hospital realisation maintenance Verified work experience. South African Nursing Council Annual Practicing Certificate. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Data management and compliance with DHIMS Policy.
- ENQUIRIES** : Mrs PZN Mofokeng Tel No: (011) 278 7640

- APPLICATIONS** : Applications: Applicant may apply online at www.professionaljobcenter.gpg.gov.za, no hand delivery or posted application will be accepted based on PCM 36 OF 2020.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021 and uploaded, The Curriculum Vitae should be recently updated that specifies the following: The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 September 2024
- POST 33/107** : **CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: REFS/021512**
Directorate: Nursing Department
- SALARY** : Grade 1: R520 560 - R596 322 per annum, plus benefits
Grade 2: R602 964 - R686 211 per annum, plus benefits
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Matric Certificate with basic qualification accredited with SANC in terms of the Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse in General, Psychiatry & Midwifery. A minimum of 7 years appropriate/recognizable experience in nursing, after registration as a professional Nurse with the SANC in General Nursing. A minimum of 2 years working experience Working in quality assurance unit in the public sector. Knowledge and understanding of customer care Program. Relevant Knowledge and understanding of legislative framework applicable to practice in public Health facility. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Driver's license is a recommendation. Competence: Ability to analyze complex information relating to areas of operation and to transform that into user-friendly report and assessment. Have ability to prioritize issues and other related work matters and to comply with the time frames set. Have ability to work under pressures to meet deadlines. Have excellence interpersonal and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint, and MS Excel. Comprehensive knowledge and understanding of National Health Act, Norms and Standards, Ideal Hospital Framework, Quality Assurance Framework, Accreditation and Certification system, infection Prevention Control Standards and Assessment Methods. Quality Assurance And Quality improvements initiatives, Health Information Systems, and indicator Development, relevant Legislation, Risk Management. Conceptual, Analytical, and creative thinking, evidence-based report writing. Exceptional and analytical and interpersonal skills. Innovative and self-driven. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills and communication skills. Project management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the external stakeholders.
- DUTIES** : Ensure quality in the institution including undertaking quality improvement activities. Develop Strategies/plans. Provide leadership in the development of

quality improvements plans and standard operating procedures (SOP). Provide strategic leadership for the Quality Directorate in the institution towards the realization of the set strategic goals and objective. Coordinates, investigates management. and reporting of complaints and patients' safety incidents in the institution. Ensure compliance to IHRM in the institution and implementation thereof. Participate in Ethics Committee and facilitate training on Quality Assurance and professional Code of Conduct. Participate in Clinical Audit. Provide initiative to Improve client satisfaction, advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programme, practices, and procedures pertaining to Quality improvement plans and SOP's. Collate and analyse data to establish trends and patterns in the health care effectively. Utilize information technology and other management information systems to Manage quality Assurance and improve service delivery, Conduct Patient Experience of care Survey And share results with relevant stakeholders. Assist with the drafting of annual, quarterly, and other relevant quality assurance performance reports. Attend external meetings.

- ENQUIRIES** : Ms. NL Madiba Tel No: (012) 380 1206
- APPLICATIONS** : All Applications can be delivered to Staff entrance in a box and registration to confirm submission from 8am to 4pm at Ground Floor or sent via email to PtawestHR.Applications@gauteng.gov.za. Pretoria West Hospital, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on new form Z83 (2021), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV highlighting or stating the requirements mentioned above. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. Shortlisted candidates will be expected to undertake two (2) pre-entry assessment i.e (Practical and integrity assessments).The department is committed to employment equity, People with disabilities are welcome to apply and all those that will represent EE plan of the Hospital. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 11 October 2024
- POST 33/108** : **PROFESSIONAL NURSE GRADE 1 (THEATRE SPECIALTY) REF NO: REFS/021520**
Directorate: Nursing Department
- SALARY** : Grade 1: R451 533 - R530 376 per annum, plus benefits
Grade 2: R553 545 - R686 211 per annum, plus benefits
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. A post basic nursing qualification with a duration of at least one year, accredited with SANC in terms of Government notice NO R212 in Operating Theatre Nursing Science. Competence: Leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients,

		promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing legislation and Health Act.
<u>DUTIES</u>	:	Provision of high-quality nursing care, Pre-Operative and Post operating Nursing Care, Prepare Theatre, Medical Equipment, and consumables according to booked Operations. Ability to liaise with different unit for Preoperative and post-operative patient optimization including pre-operative visits as indicated and post-Operative management. Adhere to basic principles of Infection Prevention and Control. Ensure that Nursing care provided is within the scope of Practice of nurses and the legal framework. Display Professionalism and adherence to nursing professional ethics. Must be willing to workday and night shift. Have knowledge of administrative duties including shift leading and relieving the Operational Manager including CSSD of Ideal Hospital Realization Framework. Supervise and ensure the provision of effective and efficient patient care.
<u>ENQUIRIES</u>	:	Ms. NL Madiba Tel: No: (012) 380 1206/1210
<u>APPLICATIONS</u>	:	All Applications can be delivered to Staff entrance in a box and registration to confirm submission from 8am to 4pm at Ground Floor or sent via email to PtawestHR.Applications@gauteng.gov.za . Pretoria West Hospital, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form effective from 1 January 2021, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV. Applicants must indicate the post reference number on their applications. Failure to submit all the requested documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. Shortlisted candidates will be expected to undertake two (2) pre-entry assessment i.e (Practical and integrity assessments).The department is committed to employment equity, People with disabilities are welcome to apply and all those that will represent EE plan of the Hospital. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 33/109</u>	:	<u>PROFESSIONAL NURSE SPECIALTY/PNB1 (POST BASIC MIDWIFERY AND NEONATAL NURSING) REF NO: REFS/021218</u> Directorate: Nursing Department
<u>SALARY</u>	:	Grade 1: R451 533 - R530 376 per annum, plus benefits Grade 2: R553 545 - R686 211 per annum, plus benefits
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Matric Certificate with basic R425 qualification (i.e., Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification with a duration of at least one year, accredited with SANC in terms of Government notice NO R212 in Post Basic midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Understanding the Nursing legislation and related legal and ethical Nursing practice. Ability to perform clinical nursing practice in accordance with the scope practice and Nursing Standards. Good communication and interpersonal skills. Knowledge of Code of Conduct and Labour related policies. Able to work as team and manage conflict. Have knowledge of administrative duties including shift leading and relieving the Operational Manager. Have knowledge of Ideal Hospital

Realization and OHSC Framework. Competence: Leadership, ward management/ward and ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and relevant Guidelines in midwifery care. An understanding of all Nursing Legislation and the Health Act.

DUTIES : Provision of high-quality comprehensive Midwifery and Neonatal nursing care, Antenatal, Labour, Postnatal. Adhere to basic principles of Infection Prevention and Control. Ensure that Nursing care provided is within the scope of Practice of nurses and the legal framework. Display professionalism and adherence to nursing professional ethics. Supervise and ensure the provision of effective and efficient patient care.

ENQUIRIES : Ms. NL Madiba Tel No: (012) 380 1206

APPLICATIONS : All Applications can be delivered to Staff entrance in a box and registration to confirm submission from 8am to 4pm at Ground Floor or sent via email to PtawestHR.Applications@gauteng.gov.za. Pretoria West Hospital, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

NOTE : Applications must be submitted on a new Z83 form effective from 1 January 2021, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Applicants must indicate the post reference number on their applications. Failure to submit all the requested documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. Shortlisted candidates will be expected to undertake two (2) pre-entry assessment i.e (Practical and integrity assessments).The department is committed to employment equity, People with disabilities are welcome to apply and all those that will represent EE plan of the Hospital. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 11 October 2024

POST 33/110 : **PROFESSIONAL NURSE SPECIALTY: CHILD NURSING / PAEDIATRIC CRITICAL CARE REF NR: SEB/2024/01 (X1 POST)**
Directorate: Nursing

SALARY : R451 533 – R520 560 per annum, (all-inclusive package)

CENTRE : Sebokeng Hospital

REQUIREMENTS : Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Child nursing or Paediatric Critical Care nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, culture, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies, and procedures. To provide more

complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Right Charter. Act as shift leader in Unit (when necessary). Effective utilization of resources. Participation in training and research. Maintenance of professional growth, ethical standards, and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends, and public holidays.

ENQUIRIES : Mr. Sejeng S.J.K Tel No: (016) 930 3302
APPLICATIONS : should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.

NOTE : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. NO copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 04 October 2024

POST 33/111 : **PROFESSIONAL NURSE SPECIALTY: ORTHOPAEDIC REF NO: SEB/2024/02 (X1 POST)**
Directorate: Nursing

SALARY : R451 533 – R520 560 per annum, (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of Human and Material resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth, ethical standards, and self-development. Promotion of a scientific, high quality nursing care that is cost effective and efficient.

ENQUIRIES : Mr. Sejeng S.J.K Tel No: (016) 930 3302
APPLICATIONS : should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.

NOTE : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. No copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 04 October 2024
- POST 33/112** : **PROFESSIONAL NURSE SPECIALTY: CRITICAL CARE NURSING REF NO: SEB/2024/03 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R451 533 – R520 560 per annum, (all-inclusive package)
: Sebokeng Hospital
: Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Critical Care nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, culture, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies, and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Right Charter. Act as shift leader in Unit (when necessary). Effective utilization of resources. Participation in training and research. Maintenance of professional growth, ethical standards, and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends, and public holidays.
- ENQUIRIES APPLICATIONS** : Mr. Sejeng S.J.K Tel No: (016) 930 3302
: should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.
- NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. NO copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the

requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 04 October 2024
- POST 33/113** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED PSYCHIATRIC NURSING REF NO: SEB/2024/04 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R451 533 – R520 560 per annum, (all-inclusive package)
: Sebokeng Hospital
: Basic R425 qualification (Diploma / Degree in nursing) or equivalent that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Advanced Psychiatric nursing or Child Psychiatric nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies, and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilization of resources. Participation in training and research. Maintenance of professional growth, ethical standards, and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends, and public holidays.
- ENQUIRIES APPLICATIONS** : Mr. Sejeng S.J.K Tel No: (016) 930 3302
: should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.
- NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. NO copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s)

to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE

: 04 October 2024

POST 33/114

: **PROFESSIONAL NURSE SPECIALTY: TRAUMA NURSING REF NO: SEB/2024/05 (X1 POST)**

Directorate: Nursing (Accident and Emergency)

SALARY

: R451 533 – R520 560 per annum, (all-inclusive package)

CENTRE

: Sebokeng Hospital

REQUIREMENTS

: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic Nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty (Trauma Nursing Science). A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES

: Provision of high quality, holistic and specialized Nursing care within set standards and within Professional / legal framework in a highly specialized Accident and Emergency Unit. Be flexible, able to handle high patient flow pressure, be able to prioritize and respond to patient care needs in an emergency. Effective utilization of Human, financial and material resources. Adhere to the basic Principles of Infection Prevention and Control. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational Manager. Maintain Professional and Ethical growth / development through on-going training and Research. Must be willing to work, day and night shift.

ENQUIRIES

: Mr. Sejeng S.J.K Tel No: (016) 930 3302

APPLICATIONS

: should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.

NOTE

: Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. No copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE

: 04 October 2024

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

OTHER POSTS

POST 33/115 : **HEAD CLINICAL UNIT PSYCHIATRIC SERVICES REF NO: FNH 05/2024 (X1 POST)**

SALARY : Grade 1: R1 976 070 - R2 097 327 per annum, (all-inclusive salary package)
Grade 2: R2 160 720 - R2 362 626 per annum, (all-inclusive salary package)
Other Benefits: Commuted Overtime (conditions apply)

CENTRE REQUIREMENTS : Fort Napier Hospital
: Senior Certificate (matric), Master degree (MMed Psych) or equivalent qualification PLUS A minimum of 3 years' experience after registration with HPCSA as a Medical Specialist in Psychiatry. Certificate of Registration with HPCSA as a Medical Specialist. Current registration with HPCSA as a Medical Specialist (2024 receipt). For shortlisted foreign applicants a certificate of evaluation by HPCSA will be required. Recommendation: Experience in Forensic – Psychiatry will be a recommendation. Experience: **Grade 1:** As per minimum criteria above. **Grade 2:** Appropriate qualification PLUS 5 years post registration experience as a HCU in Psychiatry. Knowledge, Skills, Training and Competencies: Clinical and managerial skills. Knowledge of Clinical governance. Knowledge of medical prescripts, policies, procedure and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Good verbal, problem solving skills. Professional and Confident. Ability to function well within a team.

DUTIES : To effectively manage the forensic psychiatry services at Fort Napier Hospital and liaise with relevant stakeholders. To care, treat and rehabilitate the Mental Health Care User at the hospital (specifically the State Patients). To provide reports on cases referred by the courts and give expert evidence when required. To guide, support and supervise medical staff. To be involved in teaching and training of registrars and other clinical staff. To be involved in hospital committees that deal with clinical services and quality assurance. To assess and manage any risks within the medical section. Clinical management of state patients. To assess and manage clinical risks within the hospital. To perform all administrative and management functions within the clinical department.

ENQUIRIES APPLICATIONS : Dr AL Mbhele Tel No: (033) 260 4357
: The Human Resource Department: Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3200 or Hand Delivered to: 01 Devonshire Road, Napierville, Pietermaritzburg, 3201. Applications must be forwarded to: vinessa.naidoo@kznhealth.gov.za

FOR ATTENTION CLOSING DATE : Ms S.P. Ndlovu
: 30 September 2024

POST 33/116 : **HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 10/2024**
Department: Internal Medicine

SALARY : Grade 1: R1 976 070 – R2 097 327 per annum. Other Benefits: All-inclusive salary packages per annum (this inclusive package consists of 70% basics and 30% flexible portion that can be structured in terms of applicable rules), Plus 18% Inhospital Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. A minimum of 3 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license
Knowledge, Skills, Attributes and Abilities: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human

Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.

DUTIES

: Participate in the coordination of Internal Medicine unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render affective administrative support. Provide after hour coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES

: Dr. RS Moeketsi Tel No: (035) 901 7260

APPLICATIONS

: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department: Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880. www.kznonline.gov.za/jobs for full posts details. Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/jobs or submit their z83 and CV directly to the following email address
NgwelezanaHospital.HRJobApplication@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Mr MP Zungu

: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Interested applicants can visit the following website The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were

unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 04 October 2024
- POST 33/117** : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: KDHC 02/2024**
Department: Nursing Management
- SALARY** : R1 094 880 – R 1 251 879 per annum. Other Benefits: all-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules).
- CENTRE** : King Dinuzulu Hospital Complex
- REQUIREMENTS** : Senior Certificate/ Grade 12. Diploma / Degree in General Nursing that allows registration With SANC as Professional/General Nurse Diploma in Nursing Administration or Management Current registration with the SANC 2024 as a Professional Nurse A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate / recognizable experience as management level (Assistant Manager Nursing). All other documents will be submitted by shortlisted candidates only. Recommendations Computer literate Valid driver's license Knowledge, Skills, Competencies and Training Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patients' Rights, Batho Pele principles and etc. Mentorship & supervisory skills Leadership, management, planning, organizing and coordinating skills Clinical competencies and policy formulation skills Knowledge of nursing care delivery approaches Good verbal and written communication skills Conflict management / sound labour management skills Mentorship and supervisory skills Computer literacy Knowledge and understanding of Human Resource and Financial practices.
- DUTIES** : Provide leadership a strategic direction in the Nursing Component. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care. To execute duties and functions with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health. To contribute towards strategic planning process of the hospital. Represent Nursing Component in the Senior Management Team. To demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standard. Advocate and ensure the promotion of nursing ethos and professionalism. To manage and supervise the formation and implementation of policies, procedures for nursing service. To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources. Deal with disciplinary and grievance matters. To ensure provision of effective and efficient infection control services in the hospital and affiliate primary health care services. Monitoring and evaluation of patient care delivery in the hospital Initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care Develop/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork) Formulation and implementation of nursing guidelines, practices, standards & procedure.
- ENQUIRIES** : Dr. Z.F Dlamini Tel No: (031) 242 6242
- APPLICATIONS** : Should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele Human Resource Department, King Dinuzulu Hospital P O Dormerton, 4015 Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za or KGVREGISTRY@kznhealth.gov.za or Hand delivered to: The Human Resource Department, King Dinuzulu Hospital 75 R.D. Naidu Roads Sydenham, 4015
- NOTE** : Directions to the candidates the following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Shortlisted candidate may be subjected to generic assessment. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

: 30 September 2024

POST 33/118

: **DEPUTY DIRECTOR OCCUPATIONAL THERAPY SERVICES GRADE 1-ROVING MENTAL HEALTH SPECIALIST TEAM REF NO: ETH DO 03/2024 (1 POST)**
 Period Three (3) year contract

SALARY CENTRE REQUIREMENTS

: R990 945 - R1 634 487 per annum, (all-inclusive package)
 : EThekwini District Office
 : Senior Certificate/ Grade 12. Degree in Occupational Therapy (OT). Registration with the HPCSA as Occupational Therapist A minimum of 10 years' appropriate/recognizable experience after registration with HPCSA as Occupational Therapist. Computer literacy (MS Word, Excel and PowerPoint). A valid driver's license. Experience in mental health OT services will be added advantage. Knowledge, Skills, Training and Competencies Required Sound Knowledge and skill in OT mental health and general diagnostic and therapeutic procedures. Skill and knowledge in the use of OT equipment and assisted devices. Knowledge of public service legislation, policies and procedures. Knowledge of the Mental Health Care Act. Ability to function as part of a multidisciplinary team member. Excellent verbal and written communication skills. Good interpersonal, decision-making and problem solving skills. Good time management, planning, organizing and administrative skills. Self-motivation, resilience and dedication to service delivery. Ability to work under pressure. Computer proficiency.

DUTIES

: Conduct a need analysis for community based mental health services in the district. Develop and conduct relevant research that will serve to enhance mental health service delivery within the district, beginning with a situational analysis of current services at all levels of care. Develop and standardise mental health service policies, procedures and operating guidelines for the district/ region by identifying areas of concern requiring new policies or standard Operating procedures (SOP). Provide specialist clinical consultation services to ensure high standards of psychosocial occupational therapy care within the district. Assist in the development of a District Mental Health Strategic and Operation Plan. Compile regular reports on the status of mental health services in the district (including amongst others, the extent of MH problems, health system challenges, best practices identified, resources, skills gaps in the service and service improvement plans. Obtain buy-in for psychosocial occupational therapy interventions in the action plan from stakeholders in district. Champion the implementation of activities with aspect related to own profession in action plan (change facilitation). Appraise existing psychosocial occupational therapy training programmes and systems for occupational therapy personnel and other health workers in the district. Package the necessary psychosocial training interventions and programmes for district staff. Identify the training needs for mental health professionals and community health workers and develop and implement teaching and training programmes, as indicated. Develop institutional mechanisms for collaboration and referral in collaboration with other team members. Appraise and revise existing referral protocols for psychosocial occupational therapy services in the district. Disseminate the referral protocol for psychosocial occupational therapy and

monitor and evaluate its implementation. Meet programme managers of priority programmes and advocate for integration of psychosocial occupational therapy interventions/programmes into these programmes and support implementation. Monitor and evaluate the implementation of the psychosocial occupational therapy interventions in the priority programmes. Monitor the collection and transmission of mental health data elements from occupational therapy sites/clinics/services. Develop and implement the necessary psychosocial occupational therapy interventions in schools in the district in consultation with relevant key stakeholders. Champion and advocate for the integration of psychosocial occupational therapy interventions within the school health system. Monitor and evaluate implementation of psychosocial occupational therapy interventions within the school health system in the district. Coordinate psychosocial occupational therapy interventions in the district. Undertake an organizational design exercise to determine the number of occupational therapy personnel posts and post levels required for the district (community settings). Determine the existence and capacity of mental health care user. Conducting consultation, assessment and specialist out-reach. Ensure effective stakeholder management and liaison within the mental health and related sectors.

**ENQUIRIES
APPLICATIONS**

: Mrs. T.B.T. Sakyi Tel No: (031) 240 5309
 : All applications should be forwarded to: Hand Delivery: EThekwini District Office, 83 King Cetshwayo Highway, Mayville, 4091 or Posted to The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000 or emailed to EThekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) 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 (with detailed experience). 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation only when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 30 September 2024

POST 33/119

: **SOCIAL WORKER MANAGER GRADE 1- ROVING MENTAL HEALTH
SPECIALIST TEAM REF NO: ETH DO 04/2024 (X1 POST)**
 (Period Three (3) year contract)

**SALARY
CENTRE
REQUIREMENTS**

: R920 082 - R1 036 467 per annum, (all-inclusive package)
 : EThekwini District Office
 : Degree in Social Work. Registration with SACSSP as a social worker. Minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the SACSSP. A minimum of 5 years' experience in a health care environment will be an added advantage. A valid driver's license. Computer literacy (MS Word, Excel and PowerPoint). Knowledge, Skills, Training and Competencies Required: Knowledge of public service legislation, policies and procedures as well as that of the Social Work profession as applies to the Health Sector. Knowledge of the Mental Health Care Act and Prevention of and treatment for Substance Abuse Act. Ability to function as part of a

multidisciplinary team member. Knowledge of clinical Psychology methods. Excellent verbal and written communication skills. Good interpersonal, decision-making and problem-solving skills. Good time management, planning, organizing and administrative skills. Self-motivation, resilience and dedication to service delivery. Ability to work under pressure. Computer proficiency.

DUTIES

: Conduct a need analysis for community based mental health services in the district. Assist in the development of a District Mental Health Strategic and Operation Plan. Develop and conduct relevant research that will serve to enhance mental health service delivery within the district, beginning with a situational analysis of current services at all levels of care. Compile a report on the status of psychosocial /mental health services in the district (include among others, extent of MH problems, health system challenges and best practice identified, resources, skills gaps in the service). Develop and standardise mental health service policies, procedures and operating guidelines for the district/region. Provide specialist clinical consultation services, where required, to ensure high standards of psychosocial occupational therapy care within the district. Identify training needs for mental health professionals and community health workers and develop and implement teaching and training programmes, as indicated. Obtain buy-in for psychosocial interventions in the action plan from stakeholders in district. Appraise existing psychosocial training programmes and systems in the district. Package the necessary psychosocial training interventions and programmes for district staff. Conduct necessary psychosocial in-service training and training programmes (including training of priority programme personnel). Appraise and revise existing referral protocols for social work services in the district. Disseminate the referral protocol for social services. Monitor and evaluate the implementation of the referral protocol for social work interventions. Meet programme managers of priority programmes and advocate for integration of social work interventions into these programmes and support implementation. Monitor and evaluate the implementation of the social work interventions in the priority Programmes. Identify psychosocial risk factors for suicide in district. Develop and implement the necessary psychosocial interventions for schools in the district. Visit PHC facilities to provide support, training and supervision on social work psychosocial Interventions. Coordinate implementation of social welfare interventions for mental health care users in the district. Develop institutional mechanisms for collaboration and referral between mental health services and traditional healers and faith healers in the district, including appropriate referral pathways in both directions. Train traditional and faith based healers on relevant social welfare interventions. Conduct a needs analysis for community based mental health services (residential and day care) in the district (quality and quantity). Conducting consultation, assessment and specialist out-reach. Ensure effective stakeholder management and liaison within the mental health and related sectors.

**ENQUIRIES
APPLICATIONS**

: Mrs. T.B.T. Sakyi Tel No: (031) 240 5309
: All Applications Should Be Forwarded To: Hand Delivery: EThekwini District Office, 83 King Cetshwayo Highway, Mayville, 4091 or Posted to The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000 or emailed to EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) 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 (with detailed experience). 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to

provide proof of such evaluation only when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 30 September 2024
- POST 33/120** : **OPERATIONAL MANAGER - PSYCHIATRIC UNIT SPECIALTY REF NO: KDHC 05/2024 (X1 POST)**
Component: Nursing Management
- SALARY** : R656 964 – R748 683 per annum, plus benefits and 13th cheque and Medical Aid optional. Housing Allowance meet prescribed requirements
- CENTRE** : King Dinuzulu Hospital Complex
- REQUIREMENTS** : Standard 10 certificate/Grade 12 Diploma / Degree in Nursing Science Current registration with South African Nursing Council as Professional Nurse Diploma in Post Basic specialty: Post-Basic Psychiatric Nursing Science (Advanced Psychiatric Nursing Science) Minimum of 9 years appropriate / recognizable experience as a Professional Nurse At least 5 years of the period referred above must be experience after obtaining Post Basic qualification in the specialty and Current registration with SANC (2024 receipt). All other documents will be submitted by shortlisted candidates only. Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, 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, etc. Leadership, organizational, decision making and problem solving abilities. Financial and budgetary knowledge pertaining to the resources under management. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Planning and organizing, report writing skills Computer skills in basic programme
- DUTIES** : For Specialty Nursing Unit Co-ordination of optimal holistic specialized nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of human, financial, physical and material resources and services. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services Maintain professional growth/ethical standards and self-development. Management of complaints and patient safety incidents. Manage 72 hour observation ward for mental health care users. To supervise patient care, staff performance and ensure smooth functioning of the unit. To partake in overall specialized unit functions, Team Building. Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures. Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and inter-sectoral and multi-disciplinary team work.
- ENQUIRIES** : Mrs HN Mchunu Tel No: (031) 242 6132
- APPLICATIONS** : Should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele Human Resource Department, King Dinuzulu Hospital, P O Dormerton, 4015 Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za or KGVREGISTRY@kznhealth.gov.za or Hand delivered to: The Human Resource Department, King Dinuzulu Hospital 75 R.D. Naidu Roads Sydenham, 4015
- NOTE** : Directions to the candidates the following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify

applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Shortlisted candidate may be subjected to generic assessment. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

:

30 September 2024

POST 33/121

:

OPERATIONAL MANAGER SPECIALTY (GRADE 1) (O&G) REF NO: KDHC 06/2024 (X1 POST)

Component: Nursing Management

SALARY

:

R656 964 – R748 683 per annum, plus benefits and 13th cheque and Medical Aid optional. Housing Allowance meet prescribed requirements

CENTRE

:

King Dinuzulu Hospital Complex

REQUIREMENTS

:

Standard 10 certificate/Grade 12 Diploma / Degree in Nursing Science Current registration with South African Nursing Council as Professional Nurse 2024. Diploma in Post Basic specialty in Advance Midwifery Nursing. Minimum of 9 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience after obtaining the one year Post Basic qualification in Obstetrics and Gynecology. All other documents will be submitted by shortlisted candidates only Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, 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, etc. Leadership, organizational, decision making and problem solving abilities. Financial and budgetary knowledge pertaining to the resources under management. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Planning and organizing, report writing skills Computer skills in basic programme.

DUTIES

:

For Specialty Nursing Unit Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care adequate nursing care. Facilitate effective integration implementation of appropriate package of care to ensure a good outcome in MCWH e.g. BANC, SMOES, HBB. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies and procedures. Manage and monitor proper utilization of human, financial, physical and material resources. Develop/establish and maintain constructive working relationships with nursing and the multi-disciplinary team. Management of complaints and patient safety incidents. Reporting of patient safety incidents and immediate investigation and ensure documentation. Maintain professional growth/ethical standards and self-development. Coordinate of the provision of effective training and research. Maintain professional growth /ethics standards and self-development Provide day services for quarantine/isolation facilities. Provide adequate support to nursing services and assist with relief duties of the Supervisor. Manage 72 hour observation ward for mental health care users.

ENQUIRIES

:

Mrs HN Mchunu Tel No: (031) 242 6132

APPLICATIONS

:

Should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele Human Resource Department, King Dinuzulu Hospital P O Dormerton, 4015 Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za or KGVREGISTRY@kznhealth.gov.za or Hand delivered to: The Human Resource Department, King Dinuzulu Hospital, 75 R.D. Naidu Roads Sydenham 4015

NOTE

:

Directions to the candidates the following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Shortlisted candidate may be subjected to generic assessment. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

<u>CLOSING DATE</u>	:	30 September 2024
<u>POST 33/122</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 06/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R656 946 – R748 683 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.
<u>CENTRE REQUIREMENTS</u>	:	Nelliesfarm Clinic Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies required for the post: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient’s-Right charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, supervisory and communication skills. Good report writing and facilitation skills, good verbal and communication skills. Team building and cross cultural awareness. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of the National Core standards (OHSC) and Data Management. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes.
<u>DUTIES</u>	:	Facilitate provision of comprehensive package of service at PHC level including priority programme and Quality Improvement Programmes. Develop Clinic Operational Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give

guidance. Ensure continuity of patient care on all levels e.g. work book, handover and rounds. Ensure effective utilisation of human resources, material and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National Core standards and ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for the practice of safe nursing care as laid down by nursing act and Occupational Health and Safety Act. Compile monthly, quarterly statistics and other reports.

- ENQUIRIES** : Mrs GM Masuku Tel No: (034) 621 6217
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION** : Mrs DBP Buthelezi
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.
- CLOSING DATE** : 30 September 2024
- POST 33/123** : **OPERATIONAL MANAGER- GENERAL (MEDICAL WARD) REF NO: KDHC 03/2024 (X1 POST)**
Component: Nursing
- SALARY** : Grade 1: R520 560 – R596 322 per annum. Other Benefits: 13 Cheque, Medical Aid optional. Housing Allowance (Employee to meet the prescribed requirements)
- CENTRE** : King Dinuzulu Hospital Complex
- REQUIREMENTS** : Standard 10 certificate/Grade 12 Diploma/Degree in General Nursing Science Current Registration with the South African Nursing Council as a Professional Nurse. At least minimum of 7 years' experience appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Current registration receipt with S.A.N.C. 2024 All other documents will be submitted by shortlisted candidates only Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, 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, etc. Leadership, organizational, decision making and problem solving abilities. Financial and budgetary knowledge pertaining to the resources under management. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Planning and organizing, report writing skills Computer skills in basic programme.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care adequate nursing care. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies and procedures. Manage and monitor proper utilization of human, financial, physical and material resources. Develop/establish and maintain constructive working relationships with nursing and the multi-disciplinary team. Management of complaints and patient safety incidents. Reporting of patient safety incidents and immediate investigation

		and ensure documentation. Maintain professional growth/ethical standards and self-development. Provide day services for quarantine/isolation facilities. Provide adequate support to nursing services and assist with relief duties of the Supervisor. Manage 72 hour observation ward for mental health care users.
<u>ENQUIRIES</u>	:	Mrs. HN Mchunu Tel No: (031) 242 6132
<u>APPLICATIONS</u>	:	Should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele Human Resource Department King Dinuzulu Hospital P O Dormerton, 4015 Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za or KGVREGISTRY@kznhealth.gov.za or Hand delivered to: The Human Resource Department, King Dinuzulu Hospital, 75 R.D. Naidu Roads Sydenham, 4015
<u>NOTE</u>	:	Directions to the candidates the following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Shortlisted candidate may be subjected to generic assessment. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.
<u>CLOSING DATE</u>	:	30 September 2024
<u>POST 33/124</u>	:	<u>OPERATIONAL MANAGER GENERAL –HAST AND MDR CLINIC REF NO: KDHC 04/2024 (X1 POST)</u> Component: Nursing-Hast
<u>SALARY</u>	:	Grade 1: R520 560 – R596 322 per annum. Other Benefits: 13 Cheque, Medical Aid optional. Housing Allowance (Employee to meet the prescribed requirements)
<u>CENTRE</u>	:	King Dinuzulu Hospital Complex
<u>REQUIREMENTS</u>	:	Standard 10 certificate/Grade 12 Diploma/Degree in General Nursing Science Current Registration with the South African Nursing Council as a Professional Nurse. At least minimum of 7 years' experience appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Current registration receipt with S.A.N.C. 2024 All other documents will be submitted by shortlisted candidates only Recommendation: Valid code 08 Drivers License Computer Literacy Nimart Certificate Dispensing Certificate HIV, AIDS &STI Programme Knowledge, Skills And Competencies 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 Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Leadership, organizational, decision making and problem solving abilities. Financial and budgetary knowledge pertaining to the resources under management. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Planning and organizing, report writing skills Computer skills in basic programme.
<u>DUTIES</u>	:	Facilitate and oversee the development of HAST operational business plans to give guidelines on TB/HIV programme. Maintain norms and standards of nursing practice to promote the health status of health care users in MDR Clinic. Manage and utilize resources in accordance with relevant directives and legislation. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards and ideal hospital realization model. Utilize

information technology (IT) and other management information for enhancement of service delivery. To supervise patient care, staff performance and ensure smooth functioning of the MDR Clinic. Provide adequate support to nursing services and assist with relief duties of the Supervisor. Ensure implementation of HAST programme in line with District Health Plan. Ensure safe and therapeutic environment and prevent stigmatization of HAST clients. Monitoring and reporting of HAST indicators and implement quality improvement plans. Participate in promotion of HAST open days and convey health messages and support health programmes operations. Participate and implement integration of activities aimed at integrating HIV / AIDS, TB prevention, treatment, care STI programmes. Ensure proper utilization of human resources and financial material. Management of complaints and patient safety incidents. Ensure improvement in the performance of the hospital to reduce complaints, patient safety incidents, patient dissatisfaction and litigations. Co-ordination of the provision of effective training research and provision of effective support to nursing service. Maintain professional growth / ethical standards and self- development. Participate in the analysis formulation and implementation of nursing guidelines practices standards and procedures. Manage effectively the utilization and supervision of human, financial, physical and material resources and services in MDR Clinic. Maintain constructive working relationships with nursing and other stakeholder's i.e. inter-professional and inter-sectoral multi –disciplinary team work.

ENQUIRIES : Mrs. HN Mchunu Tel No: (031) 242 6132
APPLICATIONS : Should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele Human Resource Department, King Dinuzulu Hospital P O Dormerton, 4015 Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za or KGVREGISTRY@kznhealth.gov.za or Hand delivered to: The Human Resource Department, King Dinuzulu Hospital, 75 R.D. Naidu Roads Sydenham 4015

NOTE : Directions to the candidates the following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Shortlisted candidate may be subjected to generic assessment. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 30 September 2024

POST 33/125 : **CLINICAL PROGRAMME COORDINATOR: MENTAL HEALTH AND SUBSTANCE ABUSE PROGRAMME GRADE 1 REF NO: ETH DO 05 /2024 (X1 POST)**
 Period: Permanent on probation

SALARY : R520 560 - R587 508 per annum
CENTRE : EThekwini District Office
REQUIREMENTS : Matric Certificate or Grade 12 (Senior Certificate) Degree / Diploma in General Nursing & Midwifery. Diploma in Psychiatry nursing. Current registration with SANC as General Nursing. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Current registration with SANC (2024). Valid Driver's License (code EB). Advantage: Computer literacy with a proficiency in MS Office Software applications. Knowledge, Skills, Training and

Competencies Required: Knowledge, Skills, Training and Competence required: Report writing abilities. Basic Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Monitoring and evaluation skills. Ability to make independent decisions. Understanding of the challenges facing the public health sector. Knowledge of District health system. Knowledge of Public Service Legislative prescripts. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge Ability to work under pressure and meet tight deadlines.

DUTIES

: Implementation of the National Mental Health Framework and strategic plan. Strengthen Health system effectiveness and protect human rights. Improve mental health of the general population in all spheres of the health service in support of a long and healthy life for all KZN citizens. Development of integrated services and policies, and provision of technical support to all components of the district mental health system. Strengthen the complete spectrum of mental health service and interventions for Children and Adolescents at community and health service level to decrease morbidity, prevent social ills. Monitor mental health related patient safety incidents (PSI's) in the district and assist facilities to develop and implement QIP's. Provide inter-sectorial and interdepartmental collaboration and technical support for Mental Health and substance abuse services to strengthen systems effectiveness. Assist with licensing, monitoring, evaluation, identifying gaps, and developing quality improvement plans for community based mental health services that are not run under the auspices of the department of Health. Facilitate and monitor implementation of Mental Health information systems. Ensure that the district complies with the legislation and policy provision i.e. the Mental Health Care Act 17 of 2002 and its Regulations. Facilitate and monitor the functioning of Mental Health Review Board. Participate in campaigns and other related activities to promote mental health and prevent illness in the district. Provide monthly, quarterly, annual, and ad hoc reports on the mental health Programme as requested by district and provincial management. Prioritise research Programmes related to Mental Health and substance abuse.

**ENQUIRIES
APPLICATIONS**

: Ms. ES Mbambo Tel No: (031) 240 5313
: All applications should be forwarded to: Hand Delivery: EThekwini District Office, 83 King Cetshwayo Highway, Mayville, 4091 or Posted to The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000 or emailed to EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) 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 (with detailed experience). 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation only when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 30 September 2024

POST 33/126 : **CLINICAL PROGRAMME COORDINATOR: HIV/AIDS: HTS, STI&HTA REF NO: UTHUK 07/2024**

SALARY : R520 560 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Uthukela District Office

REQUIREMENTS : Grade 12/ Matric Certificate. An appropriate B Degree / National Diploma or equivalent qualification in Nursing Plus. Minimum of 7 year appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Registration as a Midwife /Accoucheur with SANC Current Registration with SANC. Valid Driver's License – Code 8 plus. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Recommendations Computer Certificate- Ms Office (Word, Excel, Outlook & PowerPoint) Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem-solving abilities within the DHS framework.

DUTIES : To coordinate and facilitate the implementation of HIV/AIDS/STI and HTA programmes and monitor related projects towards prevention, case finding and linkage to care activities through guidance. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme prevention strategies. Ensure that clinical strategies to manage health conditions contained under Health programme are implemented in all institutions, provide support and report findings to District Health Management. Network with other provincial departments and nongovernmental organizations to maintain referral service for the community members inclusive of operations Sukuma Sakhe, identity documents, home based care services and orphan assistance thereby supporting the broader health care provision in the district. Analyze emerging health practices, trends and introduce remedial action in conjunction with health specialists.

ENQUIRIES : Ms T.J. Mpembe Tel No: (036) 631 2202, Ext. 102

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 or Hand Deliver to: 32 Lyell Street, Ladysmith 3370 or email your application to: Uthukela.HRJobapplication@kznhealth.gov.za

FOR ATTENTION : Deputy Director: HRM

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.

CLOSING DATE : 30 September 2024

POST 33/127 : **OPERATIONAL MANAGER GENERAL STREAM GRADE 1, 2 REF NO: CTK 06 / 2024**
Branch: Human Resources

SALARY : Grade 1: R520 560 - R596 322 per annum, plus 8% rural allowance
Grade 2: R602 964 - R686 211 per annum, plus 8% rural allowance

CENTRE : Christ The King Hospital

REQUIREMENTS : Grade 12 qualification. Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the nursing South African Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) 2024. A minimum of 7 years appropriate/recognisable experience in nursing after registration and Professional Nurse with the SANC in General Nursing. Current and previous verification of employment endorsed by HR, not certificate of service. Recommendations: Computer literacy, Diploma in Nursing Administration / Health Service Management. Knowledge And Skills: Ability to interact with diverse stakeholders and health care users Good verbal and communication skills Facilitation and co-ordination skills. Problem solving skills. Ability to plan, organize and to manage conflicts. Ability to work with the team.

DUTIES : Supervise service delivery and develop all practices and systems to ensure provision of an effective patient care through health promotion programs and adherence to quality improvement practices Maintain constructive working relationships with nursing and other stake holders Manage and monitor proper utilization of human, financial, physical and material resources. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures Develop and control risk management in the unit Manage grievances according to prescripts Ensure implementation of EPMDS in the unit Deputize Assistant Manager Nursing both on night and day duty Ensure implementation of National Core Standards in the unit.

ENQUIRES : Miss MLN Mthembu Tel No: (039) 834 7500, Ext. 7503

APPLICATIONS : Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za/Njabulo.dlamini2@kznhealth.gov.za and Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. NB: Failure to comply with the above instructions will disqualify applicants.

FOR ATTENTION : Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500

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

CLOSING DATE : 30 September 2024

POST 33/128 : **CLINICAL NURSE PRACTITIONER REF NO: CTK 07/2024 (X2 POSTS)**
Branch: Human Resources

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

CENTRE : Christ The King Hospital (Ixopo Clinic)

REQUIREMENTS : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Current and previous verification of employment endorsed by HR, not certificate of service. Knowledge, Skills Training and Competencies Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRES : Miss S. Shezi Tel No: (039) 834 7500, Ext. 7533.

APPLICATIONS : Applications may be forwarded to: Assistant Director - HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter Hauff Drive, Ixopo, 3276. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za/Njabulo.dlamini2@kznhealth.gov.za and Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. NB: Failure to comply with the above instructions will disqualify applicants.

FOR ATTENTION : Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity

Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

- CLOSING DATE** : 30 September 2024
- POST 33/129** : **PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) GRADE 1, 2 REF NO: OSI PNOT 13/2024 (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. Degree/ Diploma in General nursing and Operating Theatre Technique. One (1) year post basic Diploma in Operating Theatre Technique accredited by South African Nursing Council. Minimum of four (4) years appropriate/recognisable experience in Operating Theatre Technique 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. Degree/ Diploma in General nursing and Operating Theatre Technique. One (1) year post basic qualification in Operating Theatre Technique accredited by South African Nursing Council. 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 Operating Theatre Technique. 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. 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** : To handle obstetric and emergencies and high risk conditions. Execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patient's rights principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, Material etc. Implementation and Management of Infection Control and Prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and Health Care in Operating Theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

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

APPLICATIONS : 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 : 30 September 2024

POST 33/130 : **ULTRASOUND RADIOGRAPHER (DIAGNOSTIC IMAGING SERVICES)**
REF NO: SMMH/ RAD/01/2024 (X1 POST)

SALARY : Grade 1: R465 645 - R530 343 per annum
Grade 2: R545 262 – R623 229 per annum
Benefits: 13th Cheque Medical aid and housing allowance (optional and provided incumbent meets the requirements)

CENTRE : St Mary's Mariannhill District Hospital

REQUIREMENTS : Matric/Grade 12 Certificate, Diploma or Bachelor Degree in Radiography, Current registration with the Health Professions Council of South Africa as an Ultrasound Radiographer, Current registration with HPCSA receipt (2024), applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. **Grade 1:** Experience: No experience after registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasound Radiographer in respect of RSA-qualified employees who performed Community Service as required in South Africa. Foreign qualified candidates require 1 year of relevant experience after registration as an Ultrasound Radiographer with a recognized foreign health professional council, of whom it is not required to perform Community Services, as required in South Africa. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the HPCSA as an Ultrasound Radiographer. **Grade 2:** Experience: Minimum 10 year's experience after registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasound Radiographer for RSA-qualified employees who performed Community Service as required in South Africa. Foreign qualified candidates require a minimum of 11 years relevant experience after registration as an Ultrasound Radiographer with a recognized foreign health professional council, of whom it is not required to perform Community Services, as required in South Africa. Knowledge, Skills, Training and Competencies: Knowledge of ultrasound procedures, equipment and accessories associated with relevant techniques. Knowledge of basic quality assurance in ultrasound. Knowledge of relevant

health and safety acts and policies. Knowledge of basic patient care. Good interpersonal skills, basic supervisory skills, and ability to perform effectively in a team. Sound communication and problems solving skills. Basic computer knowledge.

DUTIES : Provide high-quality diagnostic ultrasound service. Provide expert advice to other health professionals regarding ultrasound examinations. Make referrals and recommendations for further assessment based on ultrasound findings. Participate in developing and implementing quality improvement and assurance programs in ultrasound services delivery. Apply infection prevention procedures in the provision of ultrasound service. Collaborate with other health professionals to optimize ultrasound service delivery. Participate in continuing professional skills development programs (CPD). Apply ultrasound quality assurance programs to ensure patient and equipment safety. Inspect and utilize equipment professionally to ensure they comply with the safety standards. Perform Quality Assurance tests and procedures as agreed in the department. Ensure optimal interpersonal relationships amongst patients, staff and colleagues. Contribute to the overall processes of the department. Perform duties as allocated by the Assistant Director: Radiography.

ENQUIRIES APPLICATIONS : Mr M.Z Magwaza Tel No: (031) 717 1000
: Applications can be posted to Human Resources Department St Mary's Mariannhill Hospital, Private Bag X16, Ashwood, 3605 or hand delivered to 1 Hospital Road Mariannhill 3610 or emailed to StMarysHospital.HRJobApplication@kznhealth.gov.za

FOR ATTENTION NOTE : Mr L.K Shoji
: Application for Employment form (Z83) i.e. the most recent form, obtainable at any Government Department or from website –www.kznhealth.gov.za. The Z83 form must be completed in full, failure to do so may result in disqualification. A detailed Curriculum Vitae (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Copies of educational qualifications, Identity/passport Documents, professional registration certificates and certificate/s of service from previous employer/s need not be certified as only shortlisted candidates will be requested to supply certified copies. It is the applicant's responsibility to have a foreign qualification, which is the inherent requirement of the job, evaluated by the South African Qualification Authority (SAQA). Failure to comply will result in the application not being considered. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the column provided on the form Z83. NB. Failure to comply with the above instructions will disqualify applicants. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not receive any response after three (03) months from the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA. Verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The Department reserves the right not to fill the post/s. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department. Please Note That Due To Financial Constraints No S&T Claims Will Be Paid.

CLOSING DATE : 30 September 2024 at 15h00

POST 33/131 : **PROFESSIONAL NURSE (SPECIALTY-THEATRE) REF NO: SMMH/NURS/04/2024 (X1 POST)**

SALARY : Grade 1: R451 533 - R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
Benefits: 13th Cheque Medical aid and housing allowance (optional and provided incumbent meets the requirements)

CENTRE REQUIREMENTS : St Mary's Mariannhill District Hospital
: Diploma / Degree in general nursing or equivalent, Registration with S.A.N.C. as a General nurse and midwife, A post basic nursing qualification in Operating Theatre Nursing Science, with a duration of at least one year accredited with the South African Nursing Council, Current South African Nursing Council

receipt (2024), applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. **Grade 1:** A minimum of four (4) years appropriate / recognizable experience after registration with the SANC as a Professional Nurse in general nursing plus 1 year post basic qualification in Operating Theatre Nursing Science. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience after obtaining the 1 year post basic in Operating Theatre Nursing Science. Knowledge, Skills, Training and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other legal framework such as: Nursing Act, Health Act, Patient's Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relation Act, Disciplinary Code and Procedure, etc. Knowledge of Operating Theatre processes and procedures. Good skills in communication, report writing, facilitation, co-ordination, planning & organizing, decision making, computer usage, interpersonal, time management, leadership and supervision. Team building and cross cultural awareness. Ability to formulate patient related policies. Basic understanding of HR and Financial policies and procedures. Knowledge of SANC rules and regulations, Batho Pele Principles and patients' rights charter, National Core Standards and Ideal Hospital Assessment.

DUTIES

: Effective management of patients, display a concern for patients, promoting and advocating for proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provide a safe, therapeutic and hygienic environment for patients undergoing surgery or minor operations. Ensuring effective participation in all hospital programs and adhere to IPC guidelines & Norms and Standards. Participate in the care of swabs and instruments in Theatre. Provide immediate care to all patients that have been operated. Prepare for the operations ensuring smooth running of the Theatre. Manage and monitor patients post operatively in recovery unit. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities, clinical guidelines protocols, policies, practices and procedures. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievances and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate.

**ENQUIRIES
APPLICATIONS**

: Mrs F.E. Dlamini Tel No: (031) 717 1000/1130
 : can be posted to Human Resources Department St Mary's Mariannhill Hospital, Private Bag X16, Ashwood, 3605 or hand delivered to 1 Hospital Road Mariannhill, 3610 or emailed to StMarysHospital.HRJobApplication@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Mr L.K Shoji
 : Application for Employment form (Z83) i.e. the most recent form, obtainable at any Government Department or from website –www.kznhealth.gov.za. The Z83 form must be completed in full, failure to do so may result in disqualification. A detailed Curriculum Vitae (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Copies of educational qualifications, Identity/passport Documents, professional registration certificates and certificate/s of service from previous employer/s need not be certified as only shortlisted candidates will be requested to supply certified copies. It is the applicant's responsibility to have a foreign qualification, which is the inherent requirement of the job, evaluated by the South African Qualification Authority (SAQA). Failure to comply will result in the application not being considered. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the column provided on the form Z83. NB. Failure to comply with the above instructions will disqualify applicants. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not receive any response after three (03) months from the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA. Verification of previous experience from Employers and verification from the Company

Intellectual Property Commission (CIPC). The Department reserves the right not to fill the post/s. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department. Please note that due to financial constraints, No S&T claims will be paid.

- CLOSING DATE** : 30 September 2024 15h00
- POST 33/132** : **CLINICAL TECHNOLOGIST (ECHOCARDIOLOGY) GRADE 1, 2, 3 REF NO: NGWE 11/2023**
- SALARY** : Grade 1: R376 524 – R430 512 per annum
Grade 2: R439 755 – R501 630 per annum
Grade 3: R514 785 – R623 229 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist (Cardiology). **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Clinical Technologist 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 ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist 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 twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities: Sound knowledge of echocardiology. Knowledge of general medical equipment. Good verbal and written communication skills. Interpersonal and team building skills. Ability to work under pressure and independently.
- DUTIES** : Render quality echocardiology services to patients Perform stress ECG's, carotid Doppler and holter monitoring. Perform any other duties relevant to the work situation which may be allocated by the Supervisor. Provide relief duties as and when required and 24 hour coverage for emergencies. Participate in the teaching program for all personnel within the department. Maintain accurate records and statistics of patients attended to.
- ENQUIRIES APPLICATIONS** : Dr. RS Moeketsi Tel No: (035) 901 7260
Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880. Applicants can visit the following website at www.kznonline.gov.za/jobs for full posts details. Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/jobs or submit their z83 and CV directly to the following email address NgwelezaneHospital.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION NOTE** : Mr MP Zungu
Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official

letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Interested. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 04 October 2024
- POST 33/133** : **DIAGNOSTIC RADIOGRAPHER (GRADE 1, 2, 3) REF NO: KDHC 07/2024 (X2 POSTS)**
- SALARY** : Grade 1: R376 524 – R430 512 per annum
Grade 2: R439 755 – R501 630 per annum
Grade 3: R514 785 – R623 229 per annum
Other Benefits: 13th cheque/service bonus plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : King Dinuzulu Hospital Complex
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. All other documents will be submitted by shortlisted candidates only. **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. **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. **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 Knowledge, Skills, Training and Competence 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 and this include compulsory overtime. 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 van Niekerk Tel No: (031) 242 1043/44
 : Should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele Human Resource Department, King Dinuzulu Hospital, P O Dormerton, 4015
 Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za or KGVREGISTRY@kznhealth.gov.za or Hand delivered to: The Human Resource Department King Dinuzulu Hospital 75 R.D. Naidu Roads Sydenham 4015

NOTE

: Directions to the candidates the following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Shortlisted candidate may be subjected to generic assessment. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

: 30 September 2024

POST 33/134

: **DIAGNOSTIC RADIOGRAPHER (DIAGNOSTIC IMAGING SERVICES) REF NO: SMMH/ RAD/02/2024 (X1 POST)**

SALARY

: Grade 1: R376 524 - R430 512 per annum
 Grade 2: R439 755 – R501 630 per annum
 Benefits: 13th Cheque Medical aid and housing allowance (optional and provided incumbent meets the requirements)

**CENTRE
REQUIREMENTS**

: St Mary's Mariannhill District Hospital
 : Matric/Grade 12 Certificate, Diploma or Bachelor Degree in Radiography, Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer, Current registration with HPCSA receipt (2024), applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. **Grade 1:** Experience: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA-qualified employees who performed Community Service as required in South Africa. Foreign qualified candidates require 1 year of relevant experience after registration as a Diagnostic Radiographer with a recognized foreign health professional council, of whom it is not required to perform Community Services, as required in South Africa. **Grade 2:** Experience: Minimum 10 year's experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer for RSA-qualified employees who performed Community Service as required in South Africa. Foreign qualified candidates require a minimum of 11 years relevant experience after registration as a Diagnostic Radiographer with a recognized foreign health

- professional council, of whom it is not required to perform Community Services, as required in South Africa.
- DUTIES** : Provide high quality diagnostic radiographs to assist in the correct diagnosis. Provide a high quality diagnostic service according to clinicians' requests. Give factual information to patients and clients on Radiography. Execute all clinical procedures competently to prevent complications. Inspect and utilize equipment professionally to ensure that they comply with the radiation safety standards. Perform Quality Assurance tests and procedures as agreed in the department. Ensure optimal interpersonal relationships amongst patients, staff and colleagues. Perform shift work duties as per duty roster. Contribute to the overall processes of the department. Perform duties as allocated by the Assistant Director: Radiography. Promote Batho-Pele principles in the daily execution of duties for effective service delivery. Participate in general quality improvement programmes in the department. Knowledge, Skills, Training and Competencies: Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. Knowledge of basic quality assurance in diagnostic radiography, radiation effects and radiation protection on patients. Knowledge of relevant health and safety acts and policies. Knowledge of infection prevention and control procedures and basic patient care. Good interpersonal skills, basic supervisory skills, and ability to perform effectively in a team. Sound communication and problems solving skills. Basic computer knowledge.
- ENQUIRIES** : Mr M.Z Magwaza Tel No: (031) 717 1000
- APPLICATIONS** : Can be posted to Human Resources Department St Mary's Mariannhill Hospital, Private Bag X16, Ashwood, 3605 or hand delivered to 1 Hospital Road Mariannhill, 3610 or emailed to StMarysHospital.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION** : Mr L.K Shozi
- NOTE** : Application for Employment form (Z83) i.e. the most recent form, obtainable at any Government Department or from website –www.kznhealth.gov.za. The Z83 form must be completed in full, failure to do so may result in disqualification. A detailed Curriculum Vitae (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Copies of educational qualifications, Identity/passport Documents, professional registration certificates and certificate/s of service from previous employer/s need not be certified as only shortlisted candidates will be requested to supply certified copies. It is the applicant's responsibility to have a foreign qualification, which is the inherent requirement of the job, evaluated by the South African Qualification Authority (SAQA). Failure to comply will result in the application not being considered. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the column provided on the form Z83. NB. Failure to comply with the above instructions will disqualify applicants. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not receive any response after three (03) months from the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA. Verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The Department reserves the right not to fill the post/s. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department. Please note that due to financial constraints, No S&T claims will be paid.
- CLOSING DATE** : 30 September 2024 at 15h00
- POST 33/135** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: PMMH 22/2024 (X4 POSTS)**
Component: Surgical
- SALARY** : Grade 1: R307 473 – R362 187 per annum
Grade 2: R375 480 – R442 296 per annum
Grade 3: R451 533 – R578 826 per annum

Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), In- hospital Area Allowance (8% of basic salary)

**CENTRE
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2024). Experience **Grade 1:** None. Experience **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience Grade 3: a minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills Training and Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient.

**ENQUIRIES
APPLICATIONS**

: Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060 or Hand deliver to A-Block 1st Floor white applications box. Applications may also be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

**FOR ATTENTION
NOTE**

: Mr. M.F Mlambo
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 22/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience

verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

:

30 September 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

- APPLICATIONS** : Department of Public Works, Roads and Infrastructure: Private Bag X9490 Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
For Capricorn District: Private Bag X9378, Polokwane 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services.
For Mopani District: Private Bag X576, Giyani, 0826 or hand deliver at 570 Parliamentary Building, Giyani. For Sekhukhune District: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.
For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.
For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street.
 Applicants may also send applications to the following email address: recruitment@dpw.limpopo.gov.za or through the following website <https://erecruitment.limpopo.gov.za>. The application on recruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach copies and required documents will result in the application not being considered/disqualification.
- CLOSING DATE** : 04 October 2024 at 16:00
- NOTE** : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the e-recruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> and the SMS pre-entry certificate is submitted prior to appointment. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. 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(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 33/136	:	<u>CHIEF DIRECTOR: PROPERTY AND FACILITIES MANAGEMENT REF NO: S. 4/3/36</u> Property and Facilities Management
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (to be structured according to Individual needs)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Property Management / Real Estate / Bachelor of science in property studies as recognised by SAQA. 05 years of experience at senior managerial level. Senior Management Leadership Programme (Nyukela Certificate). Valid driver's license with the exception of persons with disabilities. Core And Process 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>	:	Manage the provision and implementation of acquisition and disposal management services: Manage policies for leases-in and leases-out for offices, shared offices and residential needs of the province which are applicable to all Provincial Departments. Manage uniform norms and standards for leases-in and leases-out applicable to all Provincial Departments. Manage the strategies for leases-in and leases-out to optimally benefit the province. Manage strategies to generate revenue from Government Immovable Assets in terms of rental payment. (residential, office and private entities accommodation). Manage the identification and scoping of projects to generate revenue from Government Immovable Assets, e.g. Public Private Partnerships. Manage and provide strategies pertaining to arrear rental recovery. Manage the negotiation, procurement and conclusion of all lease agreements supported by Provincial Supply Chain Management based on needs submitted by the other Chief Directorates in the Branch. Monitor that Districts comply with the norms and standards in terms of the management of lease contracts in Districts. Manage policies for acquisitions and disposals (excluding leases) Manage the Department Disposal Committee responsible for Provincial Disposals of immovable assets. Manage the implementation of proclamations and inherent legislation applicable to acquisitions of immovable assets. Manage the coordination of the completion of vesting through the different Chief Directorates in the Branch. Manage the coordination of the zoning, subdivision and re-consolidation of land as requested by the different Chief Directorates in the Branch. Manage the provision of operations management services: Manage the provision of credible data and information in terms of land, services, and utilisation of immovable assets. Participate in the development and updating of the Limpopo Master Infrastructure Plan. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvements. Manage the Immoveable Asset Register System for the Province. Manage system support for the updating of the Immoveable Asset Register. Manage the provision of geographical information services and produce maps to all functional units in the Department. Manage the development of a consolidated Provincial Asset Management Plan. Manage the payment of municipal rates and taxes. Manage the provincial landscape designs and projects. Management of the delivery of prestige accommodation. (legislature and official accommodation for political office bearers): Manage policies, norms and standards for prestige accommodation in line with National Guidelines and Handbooks. Manage norms and standards for the maintenance of prestige accommodation. Manage norms and standards for the provision of facility management services (e.g. security, landscaping) being provided for prestige accommodation in line with National Guidelines and Handbooks. Manage implementation of and reporting on prestige accommodation. Manage the rendering of maintenance work at prestige accommodation through internal staff and outsourced services. Manage the rendering of facility services at prestige accommodation through internal staff and outsourced services. Manage the setting of norms and standards for technical condition assessments for prestige accommodation. Provide inventory of prestige accommodation. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in

realising the Directorate's strategic objectives: Develop action plans to execute strategic initiatives: Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No: (015) 284 7570/7586/7663/7607/7627,7262.

POST 33/137 : **DIRECTOR: ROADS PROJECTS IMPLEMENTATION REF NO: S.3/10/16**
Directorate Roads Projects Implementation

SALARY : R1 216 824 per annum (Level 13), (to be structured according to Individual needs)

CENTRE : Head Office, Polokwane
REQUIREMENTS : An NQF level 7 qualification in Civil Engineering. as recognised by SAQA. 05 years of experience at middle/senior managerial level in Roads Construction environment. Senior Management Leadership Programme (Nyukela Certificate). Valid driver's license with the exception of persons with disabilities. Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programmed and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication.

DUTIES : Manage and coordinate the implementation of labour-intensive construction: Plan, implement and manage labour intensive construction projects Plan, implement and manage low volume access roads. Plan, implement and manage household's projects. Plan, implement and manage in-house projects. Consolidate social facilitation (Shareholder involvement and ensure compliance to applicable government policies and regulations. Develop, review and implement the departmental strategy policies and procedures pertaining to Roads Project Implementation unit: Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within Roads Project Implementation unit. Communicate changes to policy, procedures and work processes to staff and train the staff in applying them. Conduct research on new trends pertaining to the Roads Project Implementation unit. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain a disciplined environment. Facilitate and ensure the development of job descriptions of supervisees. Manage Project, Ensure the achievement of operational targets, manage others and ensure that all contribute towards achievement of dept goals, develop Guidelines/ Practices/ Frameworks/ M&E

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No: (015) 284 7570/7586/7663/7607/7627,7262.

POST 33/138 : **DIRECTOR: HEALTH INFRASTRUCTURE DELIVERY REF NO: S.4/3/13/1**
Directorate Health Infrastructure Delivery

SALARY : R1 216 824 per annum (Level 13), (to be structured according to individual needs)

CENTRE : Head Office, Polokwane
REQUIREMENTS : An NQF level 7 qualification in Built environment as recognised by SAQA. 05 years of experience at middle/senior managerial level in infrastructure management. Registration with the relevant professional council (i.e. SACPCMP, SACAP, ECSA or SACQSP) as Professional Construction Project Manager, Architect, Quantity Surveyor will be an added advantage Senior Management Leadership Programme (Nyukela Certificate). Valid driver's

license with the exception of persons with disabilities. Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programmed and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication.

DUTIES

: Provide delivery of the infrastructure programmes and projects: Provide the professional inputs to the Provincial Departments in terms of the preparation of the Infrastructure Programme Management Plan [IPMP], Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy, Provide the professional inputs and appropriate systems to the Provincial Departments to submit successful infrastructure bids for the allocation of performance based grants, Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act (DoRA), Provide the professional inputs to the Provincial Departments in terms of the determination of technical norms and standards. (Mainly cost norms), Manage the validation of building plans in terms of National and Local Government Building Regulations, Manage the finalisation of the Infrastructure Programme Implementation Plan (IPIP) for the Provincial Departments, Manage the preparation and implementation of Service Delivery Agreements, Manage the procurement of projects and framework contracts for the Provincial Department of Health, Manage the preparation of project execution plans up to the point of procurement, Manage the implementation of the construction procurement for all projects on behalf of the Provincial Department of Health, Monitor the effective management of financial resources for projects. Manage the procurement of construction projects: Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy, Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act (DoRA), Manage the procurement of projects and framework contracts for the Provincial Department of Health, Manage the preparation of project execution plans up to the point of procurement, Manage the implementation of the construction procurement for all projects on behalf of the Provincial Department of Health, Monitor the effective management of financial resources for projects. Provide maintenance of Health Infrastructure services: Ensure updating of the document management system and the project management system, Ensure the adherence to timeframes, budgets and quality assurance standards for all contracts, Report progress regarding implementation of infrastructure projects to relevant government structures, Provide the inputs for the preparation of financial and non – financial reports that should be submitted to the Provincial Department of Health. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Directorate's strategic objectives, Develop action plans to execute strategic initiatives, Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure, Monitor and report on the utilisation of equipment's, Co-ordinate memorandum of understanding, service level agreements and expenditure review, Ensure that the division is adequately staffed, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Manage discipline

ENQUIRIES

: Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No: (015) 284 7570/7586/7663/7607/7627,7262.

OTHER POSTS

POST 33/139

: **DEPUTY DIRECTOR: PROPERTY AND FACILITIES MANAGEMENT REF NO: S.4/3/3/103**
Property And Facilities Management

SALARY

: R849 702 per annum (Level 11), (to be structured according to individual needs)

CENTRE REQUIREMENTS

: Capricorn District
: An NQF Level 6 qualification in Real Estate and Bachelor of science in Property Studies as recognised by SAQA. 05 years' experience in property management environment with a minimum of three (3) years at junior management/ ASD level. Valid driver's license, with the exception of applicants with disabilities. Core And Process Competencies: Strategic Capability and

Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Decision making; Team leadership; Creativity; planning; organizing; Conflict management; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998 Spatial Planning and Land Use Management Act, 2013.

DUTIES : Manage land management matters. Facilitate land acquisition processes for the district. Manage the identification, verification and gather documentation for property to be acquired. Participate in the integrated development planning process i.r.o. acquisition. Manage, maintain and update property assets register. Manage and administer property systems. Manage and facilitate vesting of district property and land. Manage and facilitate disposal of state land. Manage and facilitate transfers. Manage leases and municipal services. Manage and provide residential accommodation as required. Manage residential accommodation register for leases and status. Manage and facilitate the rental collection and schedules. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage and facilitate monthly submission of rates and taxes invoices according to stipulated due dates. Manage monthly payment of municipal levies. Facilitate and analyse leases, municipal rates and taxes. Manage property inspections and sub-lettings. Compile the arrear accounts report including recovery projections. Manage facilities services. Develop, manage and implement waste management plan. Manage cleaning services. Manage landscaping services. Manage resource (Human, Financial and Equipment) Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Capricorn District: Ms K Kganakga Tel No: (015) 287 5600

POST 33/140 : **DEPUTY DIRECTOR: OD & JE REF NO: S.4/3/8/83**
Sub-directorate OD & JE

SALARY : R849 702 per annum (Level 11), (to be structured according to Individual needs)

CENTRE : Head Office, Polokwane

REQUIREMENTS : An NQF Level 6 qualification in Management Services / Production Management / Operations Management as recognised by SAQA. 3 - 5 years' experience in Organisational Development and Job Evaluation at Junior level (ASD). Job Evaluation Certificate by NSG/SAMDI. Valid driver's license, with the exception of applicants with disabilities. Core Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the job evaluation analysis. Generic Competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising.

DUTIES : Manage organizational development services: Monitor the implementation of organizational development policies and processes; Develop organizational development plan and strategies; Manage and assesses the effectiveness of the organizational structure and identifying opportunities to strengthen the structure; Manages and coordinates the design of macro and micro organizational structures to enable the department to deliver on its mandate; Manages and coordinates the development and design of job descriptions/profiles; Manage and facilitates the consultative processes necessary for the implementation of the organizational structure; Oversees and provides guidance for the defining and acceptance of departmental roles and responsibilities; Facilitates executive decisions on the determination and

allocation of posts and the total post establishment of the department in line with the strategic needs of the department. Manage job evaluation services: Monitor the implementation of job evaluation policy and processes; Manage and advice on request for job evaluation; Manage the evaluation of posts in the department; Disseminate information on new or revised directives and mandates from the DPSA; Advice on implementation of new developments and or amendments; Conduct workshop on job evaluation and other related matters; Maintain relation with OTP and DPSA. Manage the implementation of the operation management framework: Manage the provision of the service delivery model; Manage the implementation of the organizational functionality assessment; Manage the provision of business mapping; Manage the development of standard operating procedures. Manage resource (Human, Financial and Equipment) Manage the component's budget against its strategic objectives; Coordinate budget monitoring, projecting & reporting expenditure; Ensure that spending is maximized in line with strategic objective; Monitor and report on the utilisation of equipment's; Evaluate and monitor performance and appraisal of employees; Ensure capacity and development of staff; Enhance and maintain employee motivation and cultivate a culture of performance management; Manage discipline; Provide job description to subordinates; Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No: (015) 284 7570/7586/7663/7607/7627,7262.

POST 33/141 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: S.4/3/8/41**
Component: Sub-Directorate: Corporate Support

SALARY : R849 702 per annum (Level 11), (to be structured according to Individual needs)

CENTRE : Capricorn District

REQUIREMENTS : An NQF level 06 qualification as recognized by SAQA. 03-05 years' relevant experience of which 03 years must be at junior management/ ASD level in HRM. A Valid driver's license with the exception of applicants with disabilities. Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Decision making; Team leadership; Client Orientation and Customer focus; Communication. Skills And Knowledge: Knowledge of relevant public service acts, regulations and frameworks. knowledge and understanding of policy analysis, development and interpretation. communication skills, Ms Office package / computer skills.

DUTIES : Manage human resources services: Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage oversee the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. Manage employee wellness: Develop wellness policy in line with acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety. Manage auxiliary services in the district: Manage District's Government owned and subsidized motor transport: - Developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. Manage Telecommunication systems of the District by: Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. Manage provisioning and distribution of labour serving devices and disposal of waste papers by: Developing and monitoring implementation of labour saving

policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. Monitor service level agreements. Manage provisioning and distribution of office and domestic services by:- Managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage and monitor security services. Manage records: Develop and monitor implementation of records management policies, strategies, processes and procedures. Manage and advocate the implementation of records file plan. Manage security of records, Manage and identify vital records and retention periods. Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

- ENQUIRIES** : Ms K Kganakga Tel No: (015) 287 5600
- POST 33/142** : **CONSTRUCTION PROJECT MANAGER REF NO: S.4/3/2/42**
Component: Division Building Maintenance
- SALARY** : Grade A: R833 499 - R889 158 per annum, OSD, (to be structured according to Individual needs)
- CENTRE** : Mopani
- REQUIREMENTS** : An NQF Level 6 qualification in Built Environment as recognized by SAQA. A Minimum of 4 years' and six months experience. An NQF Level 7 in Built Environment as recognized by SAQA. A minimum of 4 years' experience. An NQF Level 8 in Built Environment as recognized by SAQA. A minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills: Programme and project management. Project management skills, principles and methodologies. Project and professional judgment. Computer-AIDed engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. People management; Innovation.
- DUTIES** : Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual responsibilities, Manage day-to-day operational aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to Chief Construction Project Manager and manage project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library, Utilise allocated resources effectively. Research and development: Keep up with new technologies and

		procedures. Research/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management.
<u>ENQUIRIES</u>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
<u>POST 33/143</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: S.4/3/2/51</u> Component: Division Inspectorate Services
<u>SALARY</u>	:	R552 081 per annum, (Level 10)
<u>CENTRE</u>	:	Waterberg
<u>REQUIREMENTS</u>	:	An NQF level 6 (T/N/S streams) or equivalent/ N3 and a passed trade test in the building environment/ Registration as an Engineering Technician. A minimum of 6 years relevant experience. Valid Driver's license, except for applicants with disabilities. Technical Competencies: Project Management, Technical analysis, Computer Literacy, Technical report writing, Production, process knowledge and skills, Problem solving and analysis, Decision making, Teamwork, Customer focus and responsiveness, Planning and organising. Generic Competencies: Creativity, Change Management, Financial Management, Communication, Computer skills.
<u>DUTIES</u>	:	Manage the activities of contractors and consultants: Provide advice and guidance to contractors and consultants in respect of the compliance to legislation and procedures., Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedure, Verify invoices and certify progress of payments, Check and progress variation orders and make recommendations on requirements for the extension of deadlines. Supervise the performance and conduct of works inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for works inspectors, Provide advice and guidance on the interpretation and application of legislation, policies and procedures, Ensure quality control and efficient workflow of work done by works inspectors and report on all work allocated. Provide extended Public Works Programme: Gather and submit information in terms of the extended Public Works Programme. Manage inspectorate: Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Facilitate, co-ordinate and control the implementation of new work, repair and renovation and maintenance: Allocate tasks and projects in relation to the maintenance of existing and new works, Monitor the progress and expenditure on current maintenance and minor new work projects, Attend monthly project progress meetings with relevant stakeholders, Ensure that the works control system is updated provide reports and estimates and recommend and monitor expenditure and payments, Ensure accuracy of tender documents, specifications and bills of quantities: Ensure that relevant project documentation for new and existing structures is compiled: Develop and interpret plans and sketches, Draw – up quotation documents and compile specifications, bills of quantities and bid documents.
<u>ENQUIRIES</u>	:	Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 33/144</u>	:	<u>ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: S.4/3/9/51</u> Component: Bank reconciliation Bookkeeping & Debt Management
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Financial Management as recognised by SAQA. 03 years of experience at lower managerial level in Debt, Financial, Administration and Accounting services. Valid driver's license, with the exception of applicants with disabilities. SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge of Treasury Regulations, Directives and Notes, Knowledge on financial systems BAS, PERSAL and PFMA, Treasury Regulations, DORA, Knowledge and understanding of policy analysis, development and interpretation.
<u>DUTIES</u>	:	Provide debt management services: Develop and implement policy and procedures related to debt management, Comply with departmental debt policy and other rules and regulations pertaining to debts, Manage the compilation of BAS take-on debts to enable creation of debts into the financial system, Manage debt recovery contracts, Monitor registration of debts in the debts register on recognition of debts, Provide debt notice letters, reminder letters, final letters and statements to debtors in line with the departmental debt policy,

Monitor the reconciliation of monthly debt statements, Follow up of all outstanding debts, Manage and monitor recoveries of outstanding amounts to the department. Manage debtors database: Receive a route form from other directorates, Monitor opening of individual debtors files after a debt has been recognized, Manage debt database. Manage writing off of irrecoverable debts: Investigate trend of payment against the contracts, recommends on debt recovery or write off, generate a submission to write off irrecoverable debts for approval, Write off irrecoverable debts. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline, Provide job description to subordinates, Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No:(015) 284 7570/7586/7663/7607/7627,7262.

POST 33/145 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**
GOODS AND SERVICES REF NO: S.4/3/9/84
Component: Procurement Management

SALARY : R444 036 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 7 qualification as recognized by SAQA. 03 years related supply chain experience at supervisory level. Valid driver's license, with the exception of applicants with disabilities. Core And Process Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks; Knowledge and understanding of policy analysis, development and interpretation; Treasury Regulations; Supply Chain Management procedures; Procurement Procedures; PFMA; DORA; PPPFA; Strategic capability and leadership. Skills: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management.

DUTIES : Coordinate (synergize), review, research, analyze and plan the procurement needs of the department: Research the relevant identified needs. (in line with the SC strategy); Analyze requirements, undertake research, determine and develop proposals for implementation. Asses the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements; Determine whether specifications should contain any special conditions. proposals as required. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Coordinate (synergise), review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Develop, implement and maintain the supplier database: Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipment's; Evaluate and monitor performance and appraisal of subordinates; Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No:(015) 284 7570/7586/7663/7607/7627,7262.

<u>POST 33/146</u>	:	<u>CHIEF ARTISAN BRICKLAYING (X2 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	Grade A: R455 223 per annum Tubatse (Sekhukhune) Ref No: S.4/3/2/32 Waterberg District Ref No: S.4/3/2/33
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification as recognised by SAQA. Appropriate Trade Test Certificate. 10 (Ten) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Generic Competencies: Knowledge of the following technical competencies: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical Consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing.
<u>DUTIES</u>	:	Manage technical services. Manage technical services and support in conjunction with Technicians/Artisans and associates in field, work with technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related activities and services. People Management. Manage the development. Motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330 For Waterberg District: Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
<u>POST 33/147</u>	:	<u>ROAD WORK SUPERINTENDENT (X3 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R376 413 per annum (Level 08) Mopani Ref No: S.4/3/10/36 Sekhukhune (Hoeraroep) Ref No: S.4/3/10/37 Capricorn Ref No: S.4/3/10/35
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Civil Engineering or Construction Management as recognised by SAQA. 06 years' experience in road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Artisan related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads, Develop maintenance schedules for assets (roads, plant, equipment, etc.), Plan and prepare a weekly/monthly site programme, Manage contracted services, project management and final inspection for capital projects, Provide technical advice on claims against the department, Monitor and check the quality of work done by contractors/ maintenance teams, Manage and develop staff. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity

		development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	:	For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 33/148</u>	:	<u>INSPECTOR MAINTENANCE OPERATIONS REF NO: S.4/3/10/26</u> Component: Division Inspectorate
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA in Civil Engineering/ Roads engineering). 03 years' experience in road work maintenance. Valid driver's license, with the exception of applicants with disabilities. skills and knowledge: Relevant Public Service Acts, regulations and frameworks. Knowledge of Artisan related activities. Knowledge of machinery and occupational safety act. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Generic Competencies: Professionalism. Accuracy Flexibility. Objectivity. Independent. Co-operative. Team player.
<u>DUTIES</u>	:	Inspect roads maintenance works to monitor compliance with standards/specifications: Check and monitor compliance with standards and specifications. Write reports on quality of the work. Identify gaps and give advice accordingly. Provide expert advice to workers. Recommend actions to be taken. Provide roads maintenance expertise to maintenance teams: Provide work guidance. Identify training needs. Conduct skills audit. Facilitate training. Conduct in-house training. Monitor progress on capital projects: Conduct inspection of capital projects. Attends capital projects meetings. Provide reports. Liaise with communities and RAL on the quality of roads maintenance: Attend joint meetings with RAL and communities on the status of the quality of the roads. Attend to road maintenance queries. Provide written reports.
<u>ENQUIRIES</u>	:	For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 33/149</u>	:	<u>ARTISAN PRODUCTION GRADE A: DRAINAGE (X3 POSTS)</u> Component: Drainage Structures
<u>SALARY</u>	:	R362 130 per annum, (OSD)
<u>CENTRE</u>	:	Waterberg Ref No: S.4/3/10/73 (X1 Post) Sekhukhune Ref No: S.4/3/10/86 (X1 Post) Vhembe Ref No: S.4/3/10/104 (X1 Post) Mopani Ref No: S.4/3/10/87 (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Skills: Knowledge of relevant Acts and regulations, Road maintenance Manual, Health and safety measures.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	For Waterberg District: Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330

For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

- POST 33/150** : **ADMINISTRATIVE OFFICER-LAND MANAGEMENT REF NO: S.4/3/3/96**
Component: Division Land Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Sekhukhune
: An NQF level 6 qualification in Real Estate and Bachelor of Science in Property studies as recognised by SAQA. 02 years' experience in property management. Valid driver's license, with the exception of applicants with disabilities. Skills: Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer skills; Facilitation; People management; Planning and organising; Conflict management.
- DUTIES** : Provide district asset register: Implement processes for assets registering; Provide records of new properties and update asset register; Identify, inspect and investigation of fixed state properties. Identify and register state farms in the district. Provide information regarding state land, schools, and houses. File erven in an appropriate Asset Register. Identify the location of properties and ownership. Process of transferring property to private tenants and municipalities. Compile list of sec 14 schools (public schools built in private properties). Provide disposal and transfer of State properties: Implement disposal and transfer policies and plans. Implement processes to dispose and transfer state properties. Identify redundant properties. Submit list of redundant properties identified to Head Office. Update the asset register in terms of disposals and transfers. Provide information for compilation of business cases for disposal and transfer. Dispose in terms of the departmental policy and decisions of the disposal committee. Provide property ownership with deeds office. Ensure that properties are vested in the name of Province of Limpopo. Provide information to document offer to purchase. Facilitate registration of property in the name of tenants after full purchase price has been paid. Receive disposal letter after Head Office has finalized the process. Remove the property from the Asset Register. Conduct & facilitate the process of land acquisition: Implement land acquisition and vesting policies and plans; Implement land acquisition and vesting processes. Provide vesting of state properties. Identify properties for acquisition and vesting at districts. Update the assets register in terms of property acquisition and vesting. Provide advice on the acquisition of immovable property for office space. Verify as to whether the property is vested Nationally, Provincially and locally. Assist with the implementation of the vesting of properties. Verify National Rural Legislative data in terms of property information. Check the reference numbers from the Deeds Office for land use. Facilitate requests for zoning certificates. Facilitate requests for clearance certificates. Provide office accommodation to provincial departments, district & local municipalities: Implement office space policies and procedures and space norms. Collect information to determine space norms for offices. Apply space norms for offices against existing utilisation trends. Design office floor layout. Determine needs for parking at different offices. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
- ENQUIRIES** : Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
- POST 33/151** : **ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: S.4/3/3/102**
Component: Acquisition Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Capricorn District – Polokwane District Office
: An NQF Level 6 qualification in Supply Chain Management. 3-5 years' experience in Supply Chain Management environment. Valid Driver's license, with the exception of applicants with disabilities.

- DUTIES** : Provide the district demand for goods and services: Facilitate the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Provide goods and services according to the procurement plan. Provide costing of the procurement plan. Procure goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Provide the acquisition of goods and services: Implement supply chain management policy, strategies and processes. Acquire goods and service as per the transversal contract. Request for quotation. Verify and advice on specifications for goods and services. Issue purchase order. Verify received goods as per the specification. Provide BAC secretariat: Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Implement of BEC recommendations. Provide bids evaluation: Facilitate evaluation of bids and quotations. Adhere to advertised criteria in the evaluation process. Verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Provide Suppliers database: Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professionals. Provide resource (Human, Financial and Equipment: Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters.
- ENQUIRIES** : Ms K Kganakga Tel No: (015) 287 5600
- POST 33/152** : **PROPERTY INSPECTOR: LEASE AND MUNICIPAL SERVICES REF NO: S.4/3/10/26**
Component: Property and Facilities Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Vhembe District
: An NQF level 6 qualification in Real Estate/ Property Management/ Bachelor of Science in Property Studies. 2-3 years relevant experience in Property Management/ real estate environment, at least 3 years in supervisory position. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness; Communication; Computer skills; Facilitation; People management; Planning and organising; Conflict management.
- DUTIES** : Provide accommodation (residential): Implement accommodation policy, strategy and processes. Implement accommodation plan. Provide accommodation in the district. Facilitate accommodation allocation committee meetings. Receive applications of accommodations. Compile and monitor accommodation status register. Update allocation register. Provide leases: Implement lease policy, strategy and processes. Administer leases. Provide lease escalation report in terms of the lease agreement. Liaise with tenants on conditions of the lease arrangements. Monitor adherence to lease agreements. Provide and advice on terms and conditions of the contract. Provide rentals: Implement rental policy, strategy and processes. Provide rental collection in terms of the lease agreement. Advice tenants on the stipulated rental fees. Provide and analyse PERSAL reports on rental. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Reconcile PERSAL reports against the residential accommodation register. Provide payment of rates, taxes and services: Implement municipal services policy, strategy and processes. Compile rates and taxes reports. Inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates, taxes and services. Facilitate submission of requisitions and invoices to finance for payment. Compile municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments

to service providers. Provide refunds and arrears rental recovery: Implement refunds and arrears policy, strategy and processes. Retrieve reports and identify defaulters. Make arrangements with defaulters for rental collection. Analyse arrear rental patterns. Analyse monthly and quarterly reports for arrear rental to be recovered. Investigate and facilitate payment of refunds. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 33/153 : **ADMINISTRATIVE OFFICER: LEASE AND MUNICIPAL SERVICES (X2 POSTS)**

Component: Lease and municipal Services

SALARY : R308 154 per annum (Level 07)

CENTRE : Sekhukhune Ref No: S.4/3/3/91

Capricorn District Ref No: S.4/3/3/92

REQUIREMENTS : An NQF level 6 qualification in Real Estate; Bachelor of Science in Property Studies. 3-5 years relevant experience in property management environment, at least 3 years in supervisory position. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness; Communication; Computer skills; Facilitation; People management; Planning and organising; Conflict management.

DUTIES : Provide accommodation (residential): Implement accommodation policy, strategy and processes. Implement accommodation plan. Provide accommodation in the district. Facilitate accommodation allocation committee meetings. Receive applications of accommodations. Compile and monitor accommodation status register. Update allocation register. Provide leases: Implement lease policy, strategy and processes. Administer leases. Provide lease escalation report in terms of the lease agreement. Liaise with tenants on conditions of the lease arrangements. Monitor adherence to lease agreements. Provide and advice on terms and conditions of the contract. Provide rentals: Implement rental policy, strategy and processes. Provide rental collection in terms of the lease agreement. Advice tenants on the stipulated rental fees. Provide and analyse PERSAL reports on rental. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Reconcile PERSAL reports against the residential accommodation register. Provide payment of rates, taxes and services: Implement municipal services policy, strategy and processes. Compile rates and taxes reports. Inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates, taxes and services. Facilitate submission of requisitions and invoices to finance for payment. Compile municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. Provide refunds and arrears rental recovery: Implement refunds and arrears policy, strategy and processes. Retrieve reports and identify defaulters. Make arrangements with defaulters for rental collection. Analyse arrear rental patterns. Analyse monthly and quarterly reports for arrear rental to be recovered. Investigate and facilitate payment of refunds. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330

For Capricorn District: Ms K Kganakga Tel No: (015) 287 5600

POST 33/154 : **ADMIN OFFICER: ICT INFRASTRUCTURE & OPERATIONAL SUPPORT**
REF NO: S.4/3/7/18
Component: ICT Infrastructure & Operational Support

SALARY : R308 154 per annum (Level 07)
CENTRE : Capricorn District
REQUIREMENTS : An NQF level 06 qualification in Information Technology, Computer Science/Studies, Informatics as recognized by SAQA. One (1) to two (2) years' experience in relevant ICT environment. Valid Driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of Microsoft Exchange and Office Suites, Knowledge of networks, switches (CISCO), cabling and wireless devices, Knowledge on legislation and policies governing ICT in South Africa, Knowledge of international standards pertaining to ICT, Information Management, Knowledge of SITA Services.

DUTIES : Provision of ICT Infrastructure: Proper investigation on ICT needs analysis, Identify and compile needs for new ICT equipment's, Draft specifications and process motivations for procurement, Prioritize and procure tools of trades and other ICT Infrastructure needs in line with approved procurement plan and budget, Ensure that the department gets value for money and that latest technological equipment and peripherals purchased, Provide ICT 1st line support to all users in conjunction with contracted service providers on ICT Infrastructure services, Ensure the installation and configuration of computers, laptops and printers in conjunction with contracted service providers, Develop electronic ICT Infrastructure procurement assets register. Maintenance of ICT Infrastructure: Maintain switches, routers, SAN, security devices including all other ICT Infrastructure related hardware, Maintain LAN repairs, and ensure that data cabinets are maintained with adequate space on patch panels, Process warranty for computer equipment, servers, storage, server environment controls, networks and all other ICT Infrastructure related devices, Develop electronic ICT Infrastructure maintenance assets register, Periodically visits Departmental sites .Management of ICT Assets: Develop ICT Infrastructure Disposal Assets register, Prepare disposal for redundant ICT infrastructure, Periodically visits Departmental sites. Keep record of ICT Assets. Render ICT administrative support services: Processing of invoices for contracted Service Providers, Safekeeping of all ICT documentation in line with relevant legislation and policies, Perform secretarial functions during ICT Meetings, Drafts documents or Memos as required.

ENQUIRIES : Ms K Kganakga Tel No: (015) 287 5600,

POST 33/155 : **STATE ACCOUNTANT REF NO: S.4/3/9/88**
Component: Revenue and systems control

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office- Polokwane
REQUIREMENTS : An NQF level 6 qualification in Financial Management. 2-3 years' experience in the finance environment. Valid driver' license, with the exception of applicants with disabilities skills and knowledge: People management; Planning and organising; Conflict management; Problem solving and analysis; Decision making; Creativity; Financial management; Communication; Computer skills. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; Treasury Regulations; PFMA; DORA; PPPFA.

DUTIES : Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Reconcile supplier statements against payments. Negotiate with suppliers regarding payments. Compile monthly register for fruitless and wasteful expenditure and submit to Head Office. Compile monthly report for payments made after thirty (30) days. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Provide

revenue: Collection of Government money. Issue receipts manual or on line under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book. Verify bank money. Verify and approve receipts in the BAS. Day-end receipts on BAS. Confirm deposits on BAS. Monitor on line receipts and deposits for reconciliation. Compile monthly reports. Keep a register for reserve face value forms. Facilitate debt: Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Receive advices from Head Office to implement debt on PERSAL in cases where the debtor is a government/department employee. Liaise with Head Office in updating of BAS records. Conceive reports from Head Office in clearing of Debts. Close Debt files. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No: (015) 284 7570/7586/7663/7607/7627,7262.

POST 33/156 : **STATE ACCOUNTANT REF NO: S.4/3/9/44**
Component: Financial Management

SALARY : R308 154 per annum (Level 07)
CENTRE : Vhembe District
REQUIREMENTS : An NQF level 6 qualification in Financial Management. 2-3 years' experience in the finance environment. Valid driver's license, with the exception of applicants with disabilities. skills and knowledge: People management; Planning and organising; Conflict management; Problem solving and analysis; Decision making; Creativity; Financial management; Communication; Computer skills. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; Treasury Regulations; PFMA; DORA; PPPFA. Core And Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Provide accounts services: Implement treasury regulations and directives. Implement departmental policies in executing the activities within the division. Approve transactions on BAS system. Liaise with service providers in relation to payments. Respond to audit queries in relation to accounts services. Prepare financial reports. Monitor the register. Monitor payments of vouchers: Implementation of treasury regulations and directives. Implement departmental policies in executing the activities within the division. Track the requester of services. Manage stubs register. Liaise with user directorates and procurement. Prepare expenditure reports, trends and pattern. Respond to audit queries in relation to accounts services. Monitor the outgoing and incoming registers. Manage filling of vouchers. Provide payroll services: Implement treasury regulations and directives. Liaise with treasury on payroll related matters/ Liaise with departmental program on payroll issues. Update payroll register. Advice and implement payroll related matters (e.g. salary adjustments etc.). Respond to audit queries in relation to payroll services. Monitor payments Implement treasury regulations and directives: Render advanced financial advisory service to the department by analysing and interpreting prescripts. Verify and approve payments. Update payment register. Extract financial reports on the approved systems. Prepare, analyse and advice on financial reports. Respond to audit queries in relation to payments. Process claims and third-party payments: Render advanced financial advisory service to the department by analysing and interpreting prescripts. Process third party payments. Verify and approve claims. Monitor and verify updating of claims register.

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 33/157 : **ADMINISTRATIVE OFFICER: FACILITIES SERVICES REF NO: S.4/3/3/80**
Component: Sub-Directorate: Facilities Services

SALARY : R308 154 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Vhembe District
	:	An NQF Level 6 in recognised by SAQA in Office administration, Public Administration (Management). 3-5 years relevant experience in Property Management, Office Administration Environment. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis; Decision making; Team member; Creativity; Customer focus and responsiveness; Communication; Computer skills; Facilitation; People management; Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration.
<u>DUTIES</u>	:	Provide landscaping services: Implement landscaping plans for the district. Facilitate procurement of protective clothing for the district. Provide specifications for procurement of landscaping equipment and materials. Facilitate repairs and servicing of landscaping equipment. Allocate groundsmen to serve the district office and cost centres. Provide cleaning services: Implement cleaning plans for the district. Monitor budget for cleaning services. Procure protective clothing for the district. Provide specifications for procurement of cleaning equipment and materials. Facilitate repairs and servicing of cleaning equipment. Facilitate the distribution of cleaning material and chemicals for both district office and cost centre. Provide waste management services: Implement waste management plan. Facilitate sorting and shredding of waste paper. Liaise with service provider with regard to collection of packaged waste paper. Receive monthly income reports generated through waste management. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790.
<u>POST 33/158</u>	:	<u>PERSONAL ASSISTANT REF NO: S.4/3/4/4</u> Component: Chief Directorate EPWP
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07)
	:	Head Office
	:	A qualification at NQF level 6 as recognised by SAQA in Secretarial/ Management Assistant/ Office Administration. 1 -2 years' experience in Office Assistant / Office Management / Office Administration / Office Management and Technology / Management Assistance / Secretariat. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Good telephone etiquette; Good interpersonal relations; Excellent communication and report writing skills; Time Management; Ability to work under pressure; Ability to maintain confidentiality Basic knowledge on financial administration, Knowledge on the relevant legislation/ policies/ prescripts and procedures, Ability to act with tact and discretion, Ability to do research and analyse documents and situations.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the chief director: Receive telephone calls in an environment where, in addition to the calls for the chief director, discretion is required to decide to whom the call should be forwarded. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the chief director. Utilises discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/ advice the manager regarding engagements. Compiles realistic schedules of appointments. Render administrative support services: Effective flow of information and documents to and from the office of the chief director. Safekeeping of all documentation in the office of the chief director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g. progress, monthly and management reports. Scrutinises routine submissions/ reports and make notes and/ or recommendations for the managers. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Filing of documents for the chief director and the unit where required. Collects analyses and collates information requested by the chief director. Clarifies instructions and notes on behalf of the

chief director. Ensure that travel arrangements are well coordinated. Prioritises issues in the office of the chief director. Manage the leave register and telephone accounts of the unit. Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinises documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the chief director to inform him/her on the contents. Records minutes/ decisions and communicates to relevant role – players, follow – up on progress made. Prepare briefing notes for the chief director as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager’s budget: Collects and coordinates all the documents that relate to the chief director’s budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records of expenditure commitments, monitors expenditure and alerts chief director of possible over – under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the chief director of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly: Remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the chief director. Remains abreast with the procedures and processes that apply in the office of the chief director.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No:(015) 284 7570/7586/7663/7607/7627,7262

POST 33/159 : **ARTISAN PRODUCTION ELECTRICAL GRADE A (X5 POSTS)**
Component: Building Infrastructure Maintenance

SALARY CENTRE : R230 898 per annum, (OSD)
: Mopani Ref No: S.4/3/2/19 (X1 Post)
: Waterberg District Ref No: S.4/3/2/22 (X1 Post)
: Sekhukhune (Nebo & Thabamopo) Ref No:S.4/3/2/20 (X2 Posts)
: Capricorn Ref No: S.4/3/2/18 (X1 Post)

REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver’s license, with the exception of applicants with disabilities. Skills: Technical analysis, Computer aided technical applications, Legal compliance, technical report writing, Technical consulting, Production, process knowledge and skills.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment’s according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : **For Mopani District:** Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
For Waterberg District: Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
For Capricorn District: Ms K Kganakga Tel No: (015) 287 5600

POST 33/160 : **ARTISAN PRODUCTION: WELDING REF NO: S.4/3/10/117**
Component: Roads Infrastructure Maintenance

SALARY CENTRE : R230 898 per annum, (OSD)
: Vhembe District

<u>REQUIREMENTS</u>	:	An NQF level 3 (Grade 11). Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Core And Process Competencies: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
<u>DUTIES</u>	:	Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 33/161</u>	:	<u>ARTISAN FOREMAN (X3 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R230 898 per annum, (OSD) Sekhukhune Ref No: S.4/3/2/15 (X2 Posts) Waterberg Ref No: S.4/3/2/17 (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's license, with the exception of applicants with disabilities. Skills: Problem solving and analysis; Decision making; Teamwork; Creativity; Self-Management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; Conflict management.
<u>DUTIES</u>	:	Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330 For Waterberg District: Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 33/162</u>	:	<u>WORKS INSPECTOR REF NO: MOPANI S.4/3/2/27</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R225 450 per annum (Level 05) Mopani
<u>REQUIREMENTS</u>	:	An NQF level 6 as recognized by SAQA or equivalent/ N3 and a passed trade test in the Building Environment/Registration as an Engineering Technician. No experience required. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical analysis, Computer Literacy, Technical report writing, Production, process knowledge and skills, Problem solving and analysis. Generic Competencies: Job Knowledge, Communications, Interpersonal relations, Flexibility, Teamwork, Computer literacy, Planning and Organising, Language, Good verbal and written communication

- DUTIES** : Render a basic inspection service of work done on minor new and existing structures on a project basis. This includes: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches: Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects.
- ENQUIRIES** : For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No 015 636 8300/8330
- POST 33/163** : **ADMIN CLERK: AUXILIARY SERVICES REF NO: S.4/3/8/76**
Component: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Vhembe District
: A qualification NQF level 4 as recognised by SAQA. Valid driver's license, except for applicants with disabilities. Knowledge: Basic knowledge of relevant Public Service.
- DUTIES** : Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component Render financial administration support services in the component: Capture and update expenditure in component, Check correctness of subsistence and travel claims of officials and submit to manager for approval, Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 33/164** : **ADMINISTRATION CLERK REF NO: S.4/3/9/75**
Component: Finance
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Mopani (Phalaborwa Stores)
: A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge: Basic knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative framework governing the Public Service, Basic knowledge of work procedures in terms of the working environment.

- DUTIES** : Render administration clerical support of roads maintenance: Receive documentation for roads maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.
- ENQUIRIES** : Mr R Mashela, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
- POST 33/165** : **ADMIN CLERK REF NO: S.4/3/9/76**
Component: Finance Management
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Vhembe District
REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities Skills and Knowledge: Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer Skills. Planning and organization. Language. Good verbal and written communication skills. Core And Process Competencies: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
- DUTIES** : Place order: receive request of goods from the end user. Receive stock from the supplier: Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.
- ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 33/166** : **REGISTRY CLERK- RECORDS MANAGEMENT REF NO: S.4/3/8/80**
Component: Corporate Services
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Capricorn District – Polokwane District Office
REQUIREMENTS : A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge Of: Basic knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedure in terms of the working environment. Generic Competencies: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Technical Competencies: Computer operating skills. Planning and organization. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
- DUTIES** : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle of incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an

effective filing and record management service: Opening and close files according to record classification system. Filling/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure that no private posts are included. Lock post in postbag for messengers to deliver to post office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms K Kganakga Tel No: (015) 287 5600

POST 33/167 : **REGISTRY CLERK REF NO: S.4/3/5/4**
Component: MEC Support

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Head Office - Polokwane
: An NQF level 04 qualification as recognised by SAQA. One (1) to two (2) years' experience with Record Management will be added advantage. Valid driver's license with the exception of persons with disabilities. Knowledge: Knowledge of record management, record keeping and archive procedures. Knowledge of the National Archives Act and the MIS prescripts and procedures. Good communication. Basic computer skills.

DUTIES : Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players: Receive and distribute post and documents. Record documents in the required databases/registers. 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: Render assistance with logistical arrangements. Assist with the distribution of Cabinet/Executive Council memoranda. Assist with document reproduction and facsimile services. Control stocks and stationary 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: Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the office of the executive authority.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No:(015) 284 7570/7586/7663/7607/7627,7262

POST 33/168 : **DRIVER/MESSENGER REF NO: S.4/3/5/5**
Component: MEC Support

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Head Office - Polokwane
: An NQF level 1 or 2 (Abet level 2 certificate) as recognized by SAQA. 7 to 8 months in driving experience. Valid driver's license with the exception of persons with disabilities. SKILLS: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Good communication.

DUTIES : Collect and deliver documents. This would, amongst other, entail the following: Collect, deliver and distribute documents for the office of the executive authority. Collect, deliver and distribute documents and parcels for the executive authority. Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority: Assist the office with logistical arrangements. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g.

log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM and Ms. Motsai S Tel No:(015) 284 7570/7586/7663/7607/7627,7262

POST 33/169 : **SWITCHBOARD OPERATOR REF NO: S.4/3/8/60**
Component: Corporate Services

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Sekhukhune District
: A qualification at NQF level 4 as recognised by SAQA / ABET/ AET Qualifications. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Basic knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Machine Operations. Working procedures in respect of working environment. Skills: Communication skills. Planning and organising Personal Attributes: Accuracy. Flexibility. Co-operative. Team player.

DUTIES : Render switchboard services: 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. Maintain switchboard system: Identify and report telephone faults to the supervisor. Notify the staff if telephones are out of order. Record maintenance of the switchboard. Bar and activate telephone extensions when authorised.

ENQUIRIES : Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 33/170 : **FOREMAN: CLEANING AND GROUNDS REF NO: S.4/3/3/60**
Component: Property and Facilities Management

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Vhembe District
: An NQF level 04 qualification at as recognised by SAQA. Skills: Machine Operations, Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising.

DUTIES : Supervise cleaners: Perform administrative and related functions, provide guidance and advice to cleaners, Develop and update the cleaning roster. Provision and monitor of cleaning services: Oversee and monitor cleaning of: offices, corridors, general kitchen, restrooms, elevators, boardrooms. Provision and monitor of grounds services: Oversee and monitor cleaning of: Surroundings, premises. Manage and ensure the maintenance and replacement of cleaning materials and equipment's: Maintain and replace cleaning machines and equipment's, Make a requisition and issue cleaning materials.

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 33/171 : **DRIVER: EXTRA HEAVY-DUTY REF NO: S.4/3/10/95 (X1 POST)**
Component: Roads Maintenance

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Vhembe
: An NQF level 03 (Grade 11) as recognised by SAQA. Driver's license Code EC. 05 years' driving experience. Skills And Knowledge: Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organising. Flexibility. Co-operative. Team player.

DUTIES : Drive Heavy duty vehicles: Transportation of work teams and materials/equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.

ENQUIRIES : For Vhembe: For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

<u>POST 33/172</u>	:	<u>ROAD WORKER (X10 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R155 148 per annum (Level 03) Waterberg District Ref No: S.4/3/10/55 (X3 Posts) Capricorn Ref No: S.4/3/10/52 (X7 Posts)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 1 or 2 (Abet level 2 certificate) as recognised by SAQA. Skills And Knowledge: Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organising. Flexibility. Co-operative. Team player.
<u>DUTIES</u>	:	Perform routine activities in respect of road maintenance and/or construction through: Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studs, Install road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting
<u>ENQUIRIES</u>	:	For Waterberg District: Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Capricorn District: Ms K Kganakga Tel No: (015) 287 5600
<u>POST 33/173</u>	:	<u>DRIVER REF NO: S.4/3/10/111</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R155 148 per annum (Level 03) Capricorn District: Re-gravelling
<u>REQUIREMENTS</u>	:	An NQF level 4 as recognised by SAQA. 07 to 10 months experience. Valid driver's license, with the exception of applicants with disabilities (to check. Skills and Knowledge: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services, Prescripts for the correct utilisation of the motor vehicle, Procedure to ensure that the vehicle is maintained properly.
<u>DUTIES</u>	:	Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents), Perform routine maintenance on the allocated vehicle and report defects timely, Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
<u>ENQUIRIES</u>	:	For Capricorn District: Ms K Kganakga Tel No: (015) 287 5600.
<u>POST 33/174</u>	:	<u>DRIVER OPERATOR (X2 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R155 148 per annum (Level 03) Mopani Ref No: S.4/3/10/62 Vhembe Ref No: S.4/3/10/63
<u>REQUIREMENTS</u>	:	An at NQF level 03 (Grade 11) as recognised by SAQA. Driver's license Code EC and operating certificate (for heavy duty vehicles). Five (5) years' driving and operating specialized equipment experience Skills and Knowledge: Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Communication, Ability to read and write, Teamwork, Operation of the equipment, Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<u>DUTIES</u>	:	Perform activities in respect of operation through inter alia the following: Operating specialized equipment, Load and offload goods/equipment, Inspection and maintenance of equipment and report defects, Keep log sheets of vehicles and machineries, Application of safety and precautionary measures, Cleaning and lubrication of machinery equipment, Grading of gravel roads and re-raveling/shoulder maintenance. Render driving services Perform activities in respect of operation through inter alia the following: Transportation

		of work teams and materials/equipment's, Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water), Inspection of the vehicles/equipment and report defects, Complete vehicle logbook, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	For Capricorn District: Ms K Kganakga Tel No: (015) 287 5600 For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 33/175</u>	:	<u>TRADESMAN AID (X8 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R155 148 per annum (Level 03) Mopani Ref No: S.4/3/2/40 (X1 Post) Sekhukhune Ref No: S.4/3/2/44 (X3 Posts) Capricorn Ref No: S4/3/2/41 (X1 Post) Waterberg District Ref No: S.4/3/2/24 (X3 Posts)
<u>REQUIREMENTS</u>	:	An NQF Level 3 (Grade 11) as recognised by SAQA (Adult Education and Training (AET) skills and knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<u>DUTIES</u>	:	Key Performance Areas: Maintenance of office buildings: Conduct regular building inspections, attend to minor electrical, plumbing, plastering and carpentry problems. Maintenance of office equipment's and furniture: Repair broken furniture and equipment's, Report defects. Safe keeping of machinery and equipment's: Clean equipment's and machinery after use, Report faults.
<u>ENQUIRIES</u>	:	For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No 015 636 8300/8330 For Capricorn District: Ms K Kganakga Tel No: (015) 287 5600 For Waterberg District: Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 33/176</u>	:	<u>GROUNDSMAN REF NO: S.4/3/3/95 (X2 POSTS)</u> Component: Property And Facilities Management
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02) Facilities Management (X1 Post) Giyani Cost Centre (X1 Post)
<u>REQUIREMENTS</u>	:	None. skills: Machine Operations, Working procedures in respect of working environment.
<u>DUTIES</u>	:	Maintain premises and surrounding: Clean premises and surrounding. Empty dirty bins. Maintain the garden: Watering the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply insecticides; Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools: Detect and report malfunctioning of gardening equipment's and tools; Repair minor defects of gardening equipment and tools Keep gardening materials and equipment: Cleaning or machines and equipment's after use; Request gardening materials.
<u>ENQUIRIES</u>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
<u>POST 33/177</u>	:	<u>CLEANER REF NO: S.4/3/3/67</u> Component: Property And Facilities Management
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02) Waterberg (Mogalakwena Cost Centre)
<u>REQUIREMENTS</u>	:	A qualification NQF level 3/4 as recognised by SAQA. Core and Process Competencies: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<u>DUTIES</u>	:	Provide cleaning services: office corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins. Collect and removing of waste papers. Freshen the office areas. Provide cleaning services: kitchen and rest rooms by: clean basins. Wash and keep stock of kitchen utensils. Provide cleaning services in restrooms: Refill hand wash liquid soap. Re – place toilet papers,

hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment Request cleaning materials.

ENQUIRIES : Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

GRADUATE INTERNSHIP PROGRAMME 2025/2026

APPLICATIONS : Must be directed to the following addresses:
Sekhukhune District, Mopani District, Vhembe District and Waterberg District
Capricorn District: Private Bag X9378, Polokwane, 0700 or hand deliver at 15 Landros Mare Street, Polokwane next to Correctional Services
Sekhukhune District: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A next to Traffic Department
Mopani District: Private Bag X9576, Giyani, 0826 or hand deliver at former Parliamentary Buildings next to LIMDEV offices
Vhembe District: Private Bag X2248, Sibasa, 0790 or hand deliver at Cnr. Traffic and SAPS Street (Opposite Raluswielo School)
Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver to Cnr. Thabo Mbeki & Elias Motsoaledi Street NB:
Electronic applications can be sent to Recruitment@dpw.limpopo.gov.za
Applications directed to wrong/ incorrect stations will not be considered.

CLOSING DATE : 30 September 2024

NOTE : The Provincial Department of Public Works, Roads and Infrastructure invites applications for Graduate Internship Programme opportunities that currently exist in our offices throughout the province. Unemployed South African youth (Graduates requiring workplace experience), who have never participated in any Public Service Graduate Internship programme in any government department are invited to apply. Successful Interns will be appointed for a period of 24 months commencing 01 April 2025 – 31 March 2027. Interns will receive a monthly stipend in accordance to the Department of Public Service and Administration's Directive on Employment of Persons on Developmental Programmes in the Public Service. The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the required qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Only shortlisted candidates will submit SAQA evaluation certificate. Shortlisted candidates will be subjected to a Security Clearance process. Correspondence will be limited to shortlisted candidates only. Closing date for applications is the 30 September 2024. Should you not hear from us by 28 February 2025, please consider your application unsuccessful.

OTHER POSTS

POST 33/178 : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: PROPERTIES & FACILITIES REF NO: S.4/1 - CA. DIST PROPERTIES & FACILITIES (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Capricorn District
REQUIREMENTS : Study Field: N Dip/Degree in Real Estate/Property Science/B. Com Law/ LLB
ENQUIRIES : Head Office: Ms. Lebesse G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Capricorn District: Mr. Maribe M.M Tel No: (015) 287 5613/ Ms. Mothiba M.M Tel No: (015) 2873547

POST 33/179 : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: PROPERTIES & FACILITIES REF NO: S.4/1 - MOP DIST PROPERTIES & FACILITIES (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Mopani District
REQUIREMENTS : Study Field: N Dip/Degree in Real Estate/ Urban & Regional Planning/Town Planning/LLB/ B. Com Law/Horticulture.

- ENQUIRIES** : Head Office: Ms. Lebeso G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Mopani District: Ms. Bila K.P. Tel No: (015) 811 4000
- POST 33/180** : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: PROPERTIES & FACILITIES REF NO: S.4/1 - SEKH DIST PROPERTIES & FACILITIES (X2 POSTS)**
- STIPEND** : R7 450.62 per month
CENTRE : Sekhukhune District
REQUIREMENTS : Study Field: N Dip/Degree/Property Science/Real Estate/LLB/ Horticulture
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: 015 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Sekhukhune District: Ms. Makalela R.C Tel No: (015) 632 8330
- POST 33/181** : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: PROPERTIES & FACILITIES REF NO: S.4/1 - VHEM DIST PROPERTIES & FACILITIES (X5 POSTS)**
- STIPEND** : R7 450.62 per month
CENTRE : Vhembe District
REQUIREMENTS : Study Field: N.Dip/Degree in Property Science /Real-Estate/LLB/Accounting Management.
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: 015 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Vhembe District: Mr. Mavhungu F or Ms. Magadani NA Tel No: (015) 963 3790
- POST 33/182** : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: PROPERTIES & FACILITIES REF NO: S.4/1 - WAT.DIST. PROPERTIES & FACILITIES (X4 POSTS)**
- STIPEND** : R7 450.62 per month
CENTRE : Waterberg District
REQUIREMENTS : Study Field: N Dip/Degree in Property Science/ Real Estate/LLB/B. Com Law.
ENQUIRIES : Head Office (Ms. Lebeso G.T. Tel No: 015 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Waterberg District: Ms. Mokonyane M.D Tel No: (014) 718 3040 and Ms. Hlaole P.E. Tel No: (014) 718 3052
- POST 33/183** : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: ROADS MAINTENANCE REF NO: S.4/1 - CAP.DIST. ROADS MAINTENANCE (X10 POSTS)**
- STIPEND** : R7 450.62 per month
CENTRE : Capricorn District
REQUIREMENTS : Study Field: N Dip/Degree in Mechanical Engineering X03/ Civil Engineering X07
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Capricorn District: Mr. Maribe M.A Tel No: (015) 287 5613/ Ms. Mothiba M.M Tel No: (015) 2873547
- POST 33/184** : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: ROADS MAINTENANCE REF NO: S.4/1- MOP. DIST. ROADS MAINTENANCE (X6 POSTS)**
- STIPEND** : R7 450.62 per month
CENTRE : Mopani District
REQUIREMENTS : Study Field: N Dip/Degree in Civil or Mechanical Engineering.
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Mopani District: Ms. Bila K.P. Tel No: (015) 811 4000
- POST 33/185** : **GRADUATE IN TERNSHIP PROGRAMME 2025/2026: ROADS MAINTENANCE REF NO: S.4/1- SEKH. DIST. ROADS (X4 POSTS)**
- STIPEND** : R7 450.62 per month

CENTRE : Sekhukhune District Maintenance
REQUIREMENTS : Study Field: N Dip/Degree in Civil Engineering
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Sekhukhune District: Ms. Makalela R.C Tel No: (015) 632 8330

POST 33/186 : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: ROADS MAINTENANCE REF NO: S.4/1- VHEM. DIST. ROADS MAINTENANCE (X5 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Vhembe District
REQUIREMENTS : Study Field: N Dip/Degree in Civil/ Mechanical Engineering.
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Vhembe District: Mr. Mavhungu F or Ms. Magadani Tel No: (015) 963 3790

POST 33/187 : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: ROADS MAINTENANCE REF NO: S.4/1- WAT. DIST. ROADS MAINTENANCE (X8 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Waterberg District
REQUIREMENTS : Study Field: N Dip/Degree in Civil Engineering X04/ Mechanical Engineering X04
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: 015 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Waterberg District: Ms. Hlaole P.E. Tel No: (014) 718 3040

POST 33/188 : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: BUILDING MAINTENANCE REF NO: S.4/1- CAP. DIST. BUILDING MAINTENANCE (X7 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Capricorn District
REQUIREMENTS : Study Field: N Dip/Degree in Electrical Engineering or Civil Engineering
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Capricorn District: Mr. Maribe M.A Tel No: (015) 287 5613/ Ms. Mothiba M.M Tel No: (015) 2873547

POST 33/189 : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: BUILDING MAINTENANCE REF NO: S.4/1- MOP. DIST. BUILDING MAINTENANCE (X11 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Mopani District
REQUIREMENTS : Study Field: N Dip/Degree in Civil Engineering X02/ Mechanical Engineering X01/ Quantity Surveying X03/ Electrical Engineering X04
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Mopani District: Ms. Bila K.P. Tel No: (015) 811 4000

POST 33/190 : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: BUILDING MAINTENANCE REF NO: S.4/1- SEKH. DIST. BUILDING MAINTENANCE (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Sekhukhune District
REQUIREMENTS : Study Field: N Dip/Degree in Civil Engineering/ Building X12 Mechanical Engineering X02 (Refrigeration & cooling or Airconditioning)
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Sekhukhune District: Ms. Makalela R.C Tel No: (015) 632 8330

POST 33/191 : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: BUILDING MAINTENANCE REF NO: S.4/1- VHEM. DIST. BUILDING MAINTENANCE (X10 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Vhembe District
REQUIREMENTS : Study Field: N Dip/Degree in Civil Engineering X04/ Mechanical Engineering X03/ Electrical Engineering X03
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: (015) 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Vhembe District: Mr. Mavhungu F or Ms. Magadani Tel No: (015) 963 3790

POST 33/192 : **GRADUATE INTERNSHIP PROGRAMME 2025/2026: BUILDING MAINTENANCE REF NO: S.4/1- WAT. DIST. BUILDING MAINTENANCE (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Waterberg District
REQUIREMENTS : Study Field: N Dip/Degree in Quantity Surveying X01/ Architecture X01
ENQUIRIES : Head Office: Ms. Lebeso G.T. Tel No: 015 284 7614 and Mr. Matibe N.E. Tel No: (015) 284 7338
Waterberg District (Ms. Hlaole P.E. Tel No: (014) 718 3040

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>CLOSING DATE</u>	:	01 October 2024
<u>NOTE</u>	:	<p>Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. N.B. Applicants are advised to apply as early as possible to avoid disappointments.</p> <p>ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 31 of 2024 dated 30 August 2024, the posts of Operational Manager Nursing (PN-B3): Trauma & Emergency (Witbank Hospital: Nkangala District) with Ref. No: MPDoH/Aug/24/248, Operational Manager Nursing (PN-B3): Critical Care and Neonatology (Paeds High Care) (Witbank Hospital: Nkangala District) with Ref. No: MPDoH/Aug/24/249, Operational Manager Nursing (PN-B3): Orthopaedic (Witbank Hospital: Nkangala District) with Ref. No: MPDoH/Aug/24/250, Operational Manager Nursing (PN-B3): Neurology (Witbank Hospital: Nkangala District) with Ref. No: MPDoH/Aug/24/251, Chief Diagnostic Radiographer Grade 1 (Matibidi Hospital: Ehlanzeni District) with Ref. No: MPDoH/Aug/24/255, Professional Nurse Grade 1 (PN-B1): Trauma & Emergency (3 Posts) (Witbank Hospital: Nkangala District) with Ref. No: MPDoH/Aug/24/258, Professional Nurse Grade 1 (PN-B1): Critical Care (5 Posts) (Witbank Hospital: Nkangala District) with Ref. No: MPDoH/Aug/24/263, Professional Nurse Grade 1 (PN-B1): Paediatric (High Care (4 Posts) (Witbank Hospital: Nkangala District) with Ref. No: MPDoH/Aug/24/267, Professional Nurse Grade 1 (PN-B1): Oncology (Witbank Hospital: Nkangala District) with Ref. No: MPDoH/Aug/24/268 and Professional Nurse Grade 1 (PN-B1):</p>

Nephrology (Witbank Hospital: Nkangala District) with Ref. No.: MPDoH/Aug/24/269, the posts have been withdrawn.

MANAGEMENT ECHELON

POST 33/193 : **CHIEF DIRECTOR: STRATEGIC HEALTH PROGRAMMES REF NO: MPDOH/AUG/24/220**

SALARY : R1 436 022 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at senior managerial level preferably in health-related field. A post-graduate degree / diploma in health-related field or equivalent qualification. An Honours or Master's degree will be an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Valid driver's licence.

DUTIES : To manage and coordinate strategic health programmes. Manage and coordinate the TB programmes. Manage and coordinate comprehensive HIV, AIDS and STI programmes. Manage and coordinate the MCWYH, EPI and INP programmes. Manage and coordinate Communicable Disease Control programmes. Manage and coordinate Non-communicable Disease Control Programmes.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/194 : **DIRECTOR: PHARMACEUTICAL SERVICES REF NO: MPDOH/AUG/24/221**

SALARY : R1 216 824 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in BSc. Pharm / B. Pharm as recognised by SAQA. At least five (5) years relevant experience in middle / senior managerial level services. Valid Driver's Licence. Good communication skills (written and verbal), interpersonal and computer literacy ((MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and good pharmacy practices guidelines. Sound knowledge of the Pharmacy Act and the related Substance Act.

DUTIES : Development of strategic and operational plan of Pharmaceutical Services. Provide expert advice on selection and procurement of pharmaceuticals, medical and surgical supplies. Compile monthly, quarterly and annual reports of Pharmaceutical Services. Management of the pharmaceutical budget and monitor expenditure. Overall responsibility and accountability for medicine supply management processes. Manage warehousing of all pharmaceuticals. Manage the development and review of pharmaceutical policies. Manage Essential Medicine List Programme. Render technical and pharmaceutical support to all health programmes. Provide expert advice and training to other health care. Ensure the implementation of the down referral system. Implement the essential drug programme. Supervise pharmaceutical care to hospital patients by implementing monitoring of work procedures, policies and guidelines. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceutical within the pharmaceutical depot and the hospitals. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals, Assist with the training, education and development of Pharmacy staff. Promoting of public health. General control

and assessment of pharmacy staff. Recruitment and retention of pharmacy personnel. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and treatment plan (ARV's). Ensure proper selection and procurement of drugs and surgical items in the depot. Ensure national use of drugs. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Administrative duties and record keeping, including stock control and assisting with budget. Attendance and feedback of allocated meetings. Supervision of pharmaceutical services staff.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/195 : **DIRECTOR: INFRASTRUCTURE PROGRAMME DELIVERY REF NO: MPDOH/AUG/24/222**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) in Built Environment as recognized by SAQA. At least 6 – 8 experience post qualification in Public Sector Management and / or related management in the delivery and oversight of infrastructure programmes and five (5) years' experience at middle / senior managerial level. A valid driver's licence. Computer literacy. Knowledge: Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Expanded Public Works Programme. Local Government Building Regulations. Occupational Health and Safety Act of 1993 and Regulations. Construction Industry Development Board Act of 2000 and Regulations.

DUTIES : Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan. Capital and Scheduled Maintenance Project Implementation and Oversight. Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects. Strategic management. Effective and efficient resources management.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/196 : **DIRECTOR: TB CONTROL PROGRAMME REF NO: MPDOH/AUG/24/223**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences, preferably in Public Health. A Master's Degree in Public Health and a postgraduate Management qualification will be an added advantage. At least five (5) years' experience at a middle / senior managerial level in the HIV and AIDS, and TB Management. Must possess extensive leadership skills, Strategic Capability, Financial Management, Programme and Project Management, People Management and Empowerment, Change Management, Service delivery Innovation, Communication (written and verbal) skills, Problem solving and analysis, Stakeholder management, Custom service, Knowledge Management and Research. Knowledge and understanding of Primary Health Care and District Health System. Key Health Policies and National Health Programmes including HIV and AIDS, STI and TB, and relevant government policies and prescripts. Valid driver's licence.

DUTIES : Provide strategic leadership to the TB Directorate. Coordinate the implementation of policies and activities for effective TB Control. Formulate policies and develop norms and standards for the in-patient care unit of the TB Control Programme. Collaborate, monitor and evaluate Laboratory,

Pharmaceutical and other service providers for inpatient care and DR-TB activities. Develop inpatient care and infection control strategies and protocols for the hospitals. Monitor and evaluate all hospitals TB indicators and the EDR web. Ensure that infection control measures and guidelines are implemented. Render efficient and effective management of ETR.Net and EDR web systems. Plan and coordinate to ensure effective and efficient capacity building on TB Management. Strengthen the implementation of the DOTS strategy including TB / HIV collaboration. Develop guidelines for the implementation of the DOTS Strategy. Coordinate the implementation of the DOTS strategy in the province. Facilitate capacity building and support to Primary Health Care facilities and all stakeholders in TB Control. Monitoring and evaluation of all components of the STOP TB strategy. Collaborate with district management teams in planning and the implementation of the DOTS strategy. Strengthen the integration of TB services into the Primary Health Care package services. Ensure effective integration of TB Programme at provincial, districts, sub-districts and facility level. Financial management of the programme.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/197 : **DIRECTOR: COMMUNITY BASED HEALTH SERVICES REF NO: MPDOH/AUG/24/224**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
Provincial Office, Mbombela (Nelspruit)

: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at a middle / senior managerial level. A Master's Degree in Public Health and a postgraduate Management qualification will be an added advantage. Valid driver's licence. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision-making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Possession of a valid Code B driver's licence.

DUTIES : To manage, coordinate and assess the impact of Community Based Health Services. Manage the development and implementation of policy frameworks for community-based health care. Coordinate the mainstreaming of traditional health practice in Primary Health Care. Monitor and evaluate the implementation of community-based health care. Implement the community health workers programme. Monitor and evaluate the norms and standards for community-based health services.

ENQUIRIES : Ms. Glory Mokone (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/198 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/AUG/24/225**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
Provincial Office, Mbombela (Nelspruit)

: An undergraduate qualification (NQF Level 7) as recognized by SAQA, in Finance / Supply Chain / Logistic Management. At least five (5) years relevant experience at middle / senior managerial level. Valid driver's licence. Knowledge of procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and

excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

DUTIES : Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate.

ENQUIRIES : Ms. Glory Mokone Tel No:(013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/199 : **DIRECTOR: RESEARCH & EPIDEMIOLOGY**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
Provincial Office, Mbombela (Nelspruit)

: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at a middle / senior managerial level in the public health service. Postgraduate Degree / Master's Degree in Epidemiology or Health Statistics will be an added advantage. Valid driver's licence. Knowledge, skills, and competencies: Good communication, interpersonal and management skills. Knowledge and understanding of financial management. Ability to work extended hours and under pressure. Valid driver's licence.

DUTIES : Manage, co-ordinate and conduct Epidemiological Surveillance and Research. Co-ordinate the approval of all health research activities. Co-ordinate the activities of the Health Research Ethics Committee. Facilitate the dissemination of relevant research information. Co-ordinate the activities of the vital project in collaboration with the National Department of Health. Conduct annual, provincial HIV and Syphilis Prevalence Surveys. Provide disease surveillance support during outbreaks. Develop, implement and monitor the diseases surveillance systems. Co-ordinate the publication of relevant research results.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/200 : **DIRECTOR: LEGAL SERVICES REF NO: MPDOH/AUG/24/227**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
Provincial Office, Mbombela (Nelspruit)

: An undergraduate qualification (NQF level 7) as recognized by SAQA in Laws. At least five (5) years' experience in middle / senior managerial level as well as

		project management experience. LLM and / or Admission as an Attorney / Advocate will be an added advantage. Computer literacy and a driver's licence are essential. Valid driver's licence.
<u>DUTIES</u>	:	Develop a litigation database and management. Develop a litigation management framework. Provide advice in respect of litigation. Ensure uniformity in the management and administration of contracts. Develop contract management policies and processes. Draft and review contracts. Advise on implications of contractual obligations. Provide sound legal advice/opinion to the Head of Department as well as the MEC. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand case law relevant to the legal matter at hand and be able to guide the Departmental management on the development of motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / results. Development of mechanism to assist the Department to mitigate litigations and develop strategies to minimized risk, and ensure process to follow to reconcile a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement. Manage and lead Team by monitoring the implementation of the Sub-Units' Operational Plans Performance management. Meeting and Communicating the Delivery tracking, contingency planning and status reporting. Manage staff development. Manage the monitoring of attendance, staff conduct and discipline. Manage Service Level Agreements. Management of litigation by and against the Department. Coordinate and administer litigation cases.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 33/201</u>	:	<u>DIRECTOR: INSTITUTIONAL PERFORMANCE MANAGEMENT REF NO: MPDOH/AUG/24/228</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Health / Health Policy and Management / Monitoring & Evaluation, Measurement, or related qualifications. A postgraduate qualification in Public Health / Monitoring & Evaluation, Measurement, Health Policy and Management will be an added advantage. At least five (5) years' relevant experience at a middle/senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client-orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	To manage the implementation of monitoring and evaluation systems for performance management including the management of routine health information. Implementation and maintenance of an integrated monitoring and evaluation system. Co-ordinate routine Health Information Management Systems.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766

3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 33/202

DIRECTOR: MANAGEMENT ACCOUNTING REF NO: MPDOH/AUG/24/229

SALARY
CENTRE
REQUIREMENTS

R1 216 824 per annum, (all-inclusive remuneration package)
Provincial Office, Mbombela (Nelspruit)
An undergraduate qualification (NQF Level 7) as recognized by SAQA in Finance / Accounting / Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. It is essential that the applicants have extensive work experience in expenditure management and leading audit assignments. Understanding of the provincial government financial environment coupled with the ability to communicate and prepare reports that can be used for decision making at all levels. Applicants must further possess budgeting skills and must have clear understanding of the following legislative framework: Medium Term Expenditure Framework (MTEF), Treasury Regulations, Public Finance Management Act (PFMA), and Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management prescripts and Generally Recognized Accounting Practice (GRAP) as well as a clear understanding of procurement regulations. Candidates must also have a sound knowledge of Basic Accounting System (BAS), Personnel Salary System (PERSAL) and LOGIS: Proven ability to work in a highly pressurized environment, with attention to detail. Ability to keep abreast of development in the sector, research, analysis and interpret data to influence decisions and opinions. A high level of planning skills as well as the accounting skills in order to prepare financial reports. Ability to develop strategic plans and align them to the budget. Ability to use spread sheet and word processing packages. Conversant with all prescripts regarding financial administration.

DUTIES

To manage and maintain sound management accounting services. Manage and facilitate budgeting processes. Manage and render revenue and bookkeeping services. Manage and render expenditure monitoring and reporting processes. Manage cost centre implementation and maintenance.

ENQUIRIES

Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/203

DIRECTOR: SPECIAL PROJECTS REF NO: MPDOH/AUG/24/230

SALARY
CENTRE
REQUIREMENTS

R1 216 824 per annum, (all-inclusive remuneration package)
Provincial Office, Mbombela (Nelspruit)
An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration / Public / Project Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES

To facilitate and coordinate the implementation of special projects and flagship programmes. Design and facilitate the implementation of special projects in support of departmental operations. Develop and manage project and financial plans for identified projects. Facilitate the planning and implementation of donor funded projects. Monitor and report on the implementation of identified

		projects. Promote communication and stakeholder participation. Ensure compliance with the DORA with regard to conditional grants.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 33/204</u>	:	<u>DIRECTOR: FORENSIC HEALTH CARE SERVICES REF NO: MPDOH/AUG/24/231</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) An undergraduate qualification (NQF Level 7) in Health Sciences as recognized by SAQA. Post graduate Degree or Diploma in Health Management will be an added advantage. At least five (5) years relevant experience at middle / senior managerial level. The relevant experience in Forensic Health Service and the Medico-legal field would confer an advantage to the individual. Computer literacy and the ability to use Microsoft package is essential. Ability to work independently and under extreme pressure. A valid driver's license is a must for the individual who must be prepared to extensive visitation of Forensic Health Centers. Knowledge Required: Knowledge of the South Africa's National Health Care Act 61 of 2003 and the District Health Care system. Knowledge of the Public Finance Management Act No. 1 of 1999 and the Treasury Regulations. A good understanding of the OHS Act and the related regulations. Familiarity with the COIDA. Knowledge of and experience in developing policies and guidelines. Skills Required: Demonstrate competencies in both leadership and management in people, strategic planning and its implementation, change and project management including monitoring and evaluation. Effective reporting, interpersonal, negotiation and communication skills are essential. Responsibilities: Ensure the effectiveness and efficiency of the Forensic Health Service throughout Mpumalanga Province.
<u>DUTIES</u>	:	Overall management of the Directorate: Forensic Health Service (Forensic Pathology Services; Clinical Forensic Medicine and Medico-Legal Services). Manage key resources of the department. Manage key Forensic Health Service stakeholders. Provision of leadership for the development of all services in support of the Department of Justice and Constitutional Development and SAPS. Financial management of the programme. Monitoring of development of the District Forensic Health Service. Formulation of policies and guidelines. Implementation of appropriate controls and reporting systems for the Forensic Pathology Service, Clinical Forensic Medicine and Medico - Legal Services. Participate in the development of policy and guidelines for the prevention of violence and injury. Participation in national, regional and global Forensic Health Service structures.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 33/205</u>	:	<u>DIRECTOR: HUMAN RESOURCE PRACTICES & ADMINISTRATION REF NO: MPDOH/AUG/24/232</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Administration / Public Management. A post-graduate qualification in a Management field will be an added advantage. At least five (5) years' experience at a middle / senior managerial level. Valid driver's licence. Knowledge of Human Resource Management concepts, principles, policies and procedures. Human Resource provisioning.
<u>DUTIES</u>	:	Develop and facilitate the implementation of human resource management and administration policies. An overall management of Human Capital. Manage

employee life cycle management: that includes management of recruitment and selection, compensation and conditions of service of employees. Manage human resource personnel records. Management of leave matters. Manage and support line managers with the implementation of PILIR. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate's strategic objectives. Develop the Directorate's Operational Plan in support of the Department's Strategic Plan Document and ensure that the assigned projects are delivered on time, within costs and required quality. Manage financial and other resources allocated to the Directorate. Advise and assist line managers on Human Resource Management practices and policy matters.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/206 : **DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/AUG/24/233**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
 : Ehlanzeni District Office, Mbombela (Nelspruit)
 : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration / Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Knowledge of the Constitution of South Africa, Public Service Act, 1994 as amended, Public Service Regulations, 2016 as amended, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Occupational Health and Safety Act and any other relevant prescripts. Change management. Good negotiating, decision making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Verbal and written communication skills. A valid driver's licence.

DUTIES : To provide corporate service in the district and health facilities. Manage and render human resource management and development. Render Auxiliary Services. Manage and coordinate gender and transformation programmes. Manage and coordinate the provision of government information and communication technology services. Manage the provision of legal services. Manage the provision of security services. Manage the provision of communication services. Manage and coordinate transformation and transversal projects. Coordinate the delivery of laundry support services. Manage the provision of records and logistical services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/207 : **DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/AUG/24/234**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
 : Nkangala District Office, Emalahleni
 : An undergraduate qualification (NQF Level 7) in a health-related field or equivalent qualification as recognized by SAQA. Registration with a recognized Health Professional Council (2024). At least five (5) years' relevant experience in middle / senior managerial level services preferably in health-related field, as stipulated in the Directive on Human Resources Management and Development for Public Service Professionalization (DPSA). An Honors or Master's degree will be an added advantage. Knowledge and understanding of the District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Hospital Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human

resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.

DUTIES : Support the district in the implementation of the full package of district health services (including district hospitals and sub-acute services) within the province, in line with the Departmental Comprehensive Service Plan. Support the district in the implementation of health programmes within the province. Ensure that quality of care is maintained and improved in the three districts. Responsible as budget holder and financial manager for the PHC Directorate. Responsible for human resource management in the Programme. Co-ordinate the rendering of professional support services (including information management) within the three districts. Manage key partnerships within the province, especially with the communities, local government, universities and non-profit organizations (NGO's). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate report and integrate the outputs of the directorate, internally in the department and externally with all stakeholders.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko (0 Tel No:13) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/208 : **DIRECTOR: HOSPITAL SERVICES REF NO: MPDOH/AUG/24/235**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
Nkangala District Office, Emalaheni

: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at a middle / senior managerial level in the public health service. A Master's Degree in Public Health and a postgraduate Management qualification will be an added advantage. Valid driver's licence. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A proactive thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Valid driver's licence.

DUTIES : Manage and facilitate the provision of hospital services in the district. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/209 : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/AUG/24/236**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum. (All-inclusive remuneration package)
Ermelo Hospital (Gert Sibande District)

: An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Current registration with relevant Professional Council (2024) plus a Degree / Diploma in Health Management. At least five (5) years'

experience in health at middle / senior managerial level. Valid driver's licence. Valid driver's licence. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, 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. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human 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. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

OTHER POSTS

POST 33/210

: **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1-2: RADIOLOGY REF NO: MPDOH/SEP/24/273**

SALARY

: Grade 1: R1 976 070 - R2 097 327 per annum
Grade 2: R2 160 720 - R2 362 626 per annum

CENTRE

: Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS

: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology (2024). A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Radiology. At least three years were in academic setting will be an added advantage. Management

<u>DUTIES</u>	:	skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
	:	Clinical: Overall in-charge of Radiology department. Co-ordinate and supervise clinical care and treatment of patients in Radiology department. Participation in commuted overtime. Participation in Radiology teaching of junior clinical staff. Administrate and coordinate all Radiology activities. Management of 24-hour Radiology services. Assist with clinical governance and quality assurance according to National Core Standards for Radiology department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Rob Ferreira Hospital. Cost containment within Radiology department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Radiology department. Training and supervision of Medical Officers and Medical Interns and Medical Students.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 33/211</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1-2: NEPHROLOGY REF NO: MPDOH/SEP/24/274</u>
<u>SALARY</u>	:	Grade 1: R1 976 070 - R2 097 327 per annum Grade 2: R2 160 720 - R2 362 626 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Nephrology (2024). A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Nephrology. At least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<u>DUTIES</u>	:	Clinical: Overall in-charge of Nephrology department. Co-ordinate and supervise clinical care and treatment of patients in Nephrology department. Participation in commuted overtime. Participation in Nephrology teaching of junior clinical staff. Administrate and coordinate all Nephrology activities. Management of 24-hour Nephrology services. Assist with clinical governance and quality assurance according to National Core Standards for Nephrology department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Rob Ferreira Hospital. Cost containment within Nephrology department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Nephrology department. Training and supervision of Medical Officers and Medical Interns and Medical Students.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766

3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 33/212

HEAD: CLINICAL UNIT (MEDICAL) GRADE 1-2: INTERNAL MEDICINE REF NO: MPDOH/SEP/24/275

SALARY

Grade 1: R1 976 070 - R2 097 327 per annum
Grade 2: R2 160 720 - R2 362 626 per annum

CENTRE

Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS

Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine (2024). A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Internal Medicine. At least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration of the ability to work as part of a multidisciplinary team.

DUTIES

Clinical: Overall in-charge of Internal Medicine department. Co-ordinate and supervise clinical care and treatment of patients in Internal Medicine department. Participation in commuted overtime. Participation in Internal Medicine teaching of junior clinical staff. Administrate and coordinate all Internal Medicine activities. Management of 24-hour Internal Medicine services. Assist with clinical governance and quality assurance according to National Core Standards for Internal Medicine department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Rob Ferreira Hospital. Cost containment within Internal Medicine department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Internal Medicine department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

ENQUIRIES

Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/213

MEDICAL SPECIALIST GRADE 1-3: PAEDIATRIC REF NO: MPDOH/SEP/24/277 (X2 POSTS)

SALARY

Grade 1: R1 271 901 - R1 348 635 per annum
Grade 2: R1 451 214 - R1 638 967 per annum
Grade 3: R1 680 780 - R2 097 327 per annum

CENTRE

Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS

Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Paediatric. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Paediatric) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a

recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Paediatric) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Paediatric) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Paediatric and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/214 : **MEDICAL SPECIALIST GRADE 1-3: ANESTHESIOLOGY REF NO: MPDOH/SEP/24/278**

SALARY : Grade 1: R1 271 901 - R1 348 635 per annum
Grade 2: R1 451 214 - R1 638 967 per annum
Grade 3: R1 680 780 - R2 097 327 per annum

CENTRE REQUIREMENTS : Rob Ferreira Hospital (Ehlanzeni District)
Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Anaesthesiology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics.

		Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	Supervising the management of and managing Anaesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 33/215</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: INTERNAL MEDICINE REF NO: MPDOH/SEP/24/279</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 - R1 348 635 per annum Grade 2: R1 451 214 - R1 638 967 per annum Grade 3: R1 680 780 - R2 097 327 per annum Rob Ferreira Hospital (Ehlanzeni District)
<u>CENTRE REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Internal Medicine. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Internal Medicine) for foreign qualified employees. Grade: 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Internal Medicine) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Internal Medicine) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department.

<u>DUTIES</u>	:	Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Supervising the management of and managing Internal Medicine and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 33/216</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: ENT REF NO: MPDOH/SEP/24/280</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 - R1 348 635 per annum Grade 2: R1 451 214 - R1 638 967 per annum Grade 3: R1 680 780 - R2 097 327 per annum
<u>CENTRE REQUIREMENTS</u>	:	Rob Ferreira Hospital (Ehlanzeni District) Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in ENT (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in ENT. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one (1) year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (ENT) for foreign qualified employees. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (ENT) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (ENT) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	Supervising the management of and managing ENT and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all

medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/217 : **MEDICAL SPECIALIST GRADE 1-3: ORTHOPAEDIC REF NO: MPDOH/SEP/24/281**

SALARY : Grade 1: R1 271 901 - R1 348 635 per annum
Grade 2: R1 451 214 - R1 638 967 per annum
Grade 3: R1 680 780 - R2 097 327 per annum

CENTRE : Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Orthopaedic. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Orthopaedic) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Orthopaedic) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Orthopaedic) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Orthopaedic and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766

3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 33/218

MEDICAL SPECIALIST GRADE 1-3: OBSTETRICS & GYNAECOLOGY REF NO: MPDOH/SEP/24/282

SALARY

Grade 1: R1 271 901 - R1 348 635 per annum
Grade 2: R1 451 214 - R1 638 967 per annum
Grade 3: R1 680 780 - R2 097 327 per annum

CENTRE REQUIREMENTS

Rob Ferreira Hospital (Ehlanzeni District)
Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics & Gynaecology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Orthopaedic. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES

Supervising the management of and managing Obstetrics & Gynaecology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES

Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/219

MEDICAL SPECIALIST GRADE 1-3: PAEDIATRIC NEPHROLOGY REF NO: MPDOH/SEP/24/283

SALARY

Grade 1: R1 271 901 - R1 348 635 per annum

CENTRE REQUIREMENTS

Grade 2: R1 451 214 - R1 638 967 per annum
Grade 3: R1 680 780 - R2 097 327 per annum
Rob Ferreira Hospital (Ehlanzeni District)
Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Nephrology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Paediatric Nephrology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Paediatric Nephrology) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Paediatric Nephrology) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Paediatric Nephrology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES

Supervising the management of and managing Paediatric Nephrology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES

Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/220

MEDICAL SPECIALIST GRADE 1-3: PAEDIATRIC CARDIOLOGY REF NO: MPDOH/SEP/24/284

SALARY

Grade 1: R1 271 901 - R1 348 635 per annum
Grade 2: R1 451 214 - R1 638 967 per annum
Grade 3: R1 680 780 - R2 097 327 per annum

CENTRE REQUIREMENTS

Rob Ferreira Hospital (Ehlanzeni District)
Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Cardiology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current

Health and Public Service regulations and policies. Additional experience in Paediatric Cardiology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Paediatric Cardiology) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Paediatric Cardiology) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Paediatric Cardiology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Paediatric Cardiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/221 : **MEDICAL SPECIALIST GRADE 1-3: NEURODEVELOPMENT/PAEDIATRIC NEUROLOGY REF NO: MPDOH/SEP/24/285**

SALARY : Grade 1: R1 271 901 - R1 348 635 per annum
Grade 2: R1 451 214 - R1 638 967 per annum
Grade 3: R1 680 780 - R2 097 327 per annum

CENTRE REQUIREMENTS : Rob Ferreira Hospital (Ehlanzeni District)
: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurodevelopment/Paediatric Neurology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Neurodevelopment/Paediatric Neurology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Neurodevelopment/Paediatric Neurology) for foreign qualified employees.

Grade: 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Neurodevelopment/Paediatric Neurology) for foreign qualified employees.

Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Neurodevelopment/Paediatric Neurology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Neurodevelopment/Paediatric Neurology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/222 : **DEPUTY DIRECTOR: OFFICE OF HEAD OF DEPARTMENT REF NO: MPDOH/SEP/24/286**

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Public Administration / Public Management as recognized by SAQA. At least 3 – 5 years relevant experience at Executive Office of which three (3) years' experience must be at supervisory / managerial level (ASD). Sound understanding of, and ability to grasp the Public Services policies and regulations including the Public Service Act, PFMA, Treasury Regulations and administrative related policies and initiatives. Knowledge of executive office management policies will be an added advantage. The following serve as recommendations: Excellent leadership, interpersonal and motivational skills. Good written and verbal communication skills. Comprehensive knowledge of the Public Service and related legislation and the legal and labour implication. Proven ability to plan, managed and delegate as well as monitor public administrative functions. Applied strategic thinking, especially in terms of conflict management. Creative assertiveness. Basic budgeting skills. Computer literacy. A valid driver's licence.

DUTIES : The successful candidate will be responsible to: Assist in managing and coordinating the administrative functions in the Office of the HOD. Co-ordinate meetings with stakeholders / institutions. Accompany the HOD to meetings, visits, and other engagements as and when required and ensure adequate research / fact finding and briefing to facilitate meetings of the HOD's obligations. Promote sound financial management within the areas of

responsibility in as budgeting and expenditure for the Office of the HOD is concerned. Develop, manage, and maintain efficient linkages between the office of the HOD and all internal and external departmental stakeholders. Design, develop and maintain an orderly and efficient system of reception, administration, office information correspondence relating to the Office of the HOD, to relevant components for attention, and make follow-ups where necessary. Facilitate the gathering of information and prepare and submit reports as required. Supervise other staff below him/her. Execute Human Resource Performance Management.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/223 : **OPERATIONAL MANAGER NURSING (PN-B3): OUTPATIENTS REF NO: MPDOH/SEP/24/287**

SALARY CENTRE REQUIREMENTS : R656 964 – R748 683 per annum
 : Witbank Hospital (Nkangala District)
 : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years' experience after obtaining the one (1) post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES : Provide effective management and professional leadership in the specialized units of Outpatients Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: Tel No: (013) 766 3018

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/224 : **OPERATIONAL MANAGER NURSING (PN-B3): NIGHT SUPERVISION REF NO: MPDOH/SEP/24/288**

SALARY CENTRE REQUIREMENTS : R656 964 – R748 683 per annum
 : Witbank Hospital (Nkangala District)
 : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing

Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years' experience after obtaining the one (1) year post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES : Provide effective management and professional leadership in the specialized units of Nursing Care Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/225 : **OPERATIONAL MANAGER NURSING (PN-B3): TRAUMA AND EMERGENCY REF NO: MPDOH/SEP/24/289**

SALARY CENTRE REQUIREMENTS : R656 964 – R748 683 per annum
Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years' experience after obtaining the one (1) Diploma in R212 Qualification in Trauma and Emergency Nursing Science: At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES : Provide effective management and professional leadership in the specialized units of Trauma and Emergency Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS

evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/226 : **OPERATIONAL MANAGER NURSING (PN-B3): CRITICAL CARE (NEUROSURGICAL WARD / ADULT CARE) REF NO: MPDOH/SEP/24/290**

SALARY CENTRE REQUIREMENTS : R656 964 – R748 683 per annum
 : Witbank Hospital (Nkangala District)
 : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) Diploma in Critical Care /Medical and Surgical Nursing. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES : Provide effective management and professional leadership in the specialized units of Critical Care Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/227 : **OPERATIONAL MANAGER NURSING (PN-B3): CRITICAL CARE (NEONATAL HIGH CARE) REF NO: MPDOH/SEP/24/291**

SALARY CENTRE REQUIREMENTS : R656 964 – R748 683 per annum
 : Witbank Hospital (Nkangala District)
 : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a

Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) Diploma in Critical care /Medical and Surgical Nursing. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES : Provide effective management and professional leadership in the specialized units of Neonatal High Care Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/228 : **OPERATIONAL MANAGER NURSING (PN-B3): ORTHOPAEDIC REF NO: MPDOH/SEP/24/292**

SALARY CENTRE REQUIREMENTS : R656 964 – R748 683 per annum
 : Witbank Hospital (Nkangala District)
 : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years' experience after obtaining the one (1) Diploma in R212 Qualification in Orthopaedic Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management
 Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. interpersonal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms, and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to weekends, public holidays and relieve the night supervisor when required Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa

Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/229 : **ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/SEP/24/293**
Re-Advertisement

SALARY : R656 964 - R771 309 per annum
CENTRE : Shongwe Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years period referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/230 : **ASSISTANT DIRECTOR: HEALTH PROMOTION REF NO: MPDOH/SEP/24/294**

SALARY : R552 081 per annum, (plus service benefits)
CENTRE : Nkangala District Office, Witbank
REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate three year Diploma / Degree (NQF Level 6/7) in Health Science with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Understanding of the culture of people of Mpumalanga. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Analytical skills. Valid driver's licence.

DUTIES : Develop an integrated Health Promotion strategy that empowers community to improve control over their health. Implement Community based healthy lifestyle interventions to combat communicable and non-communicable disease. Implement and monitor the Health promoting School, early learning centres and Crèche Initiative in collaboration with the school health teams. Implement and monitor the Household Community Component of IMCI. Outbreak Response enablement and health & hygiene interventions. Establish and

maintain a Resource centre. Work with the Private sector and organised labour to promote healthy lifestyle practices in the workplace. Advocate for health promotion programmes in institutions of higher education.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/231 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/SEP/24/296 (X2 POSTS)**

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

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

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/232 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/SEP/24/299 (X3 POSTS)**

SALARY : Grade 1: R451 533 - R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024), a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Trauma & Emergency Nursing Science. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope

of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/233 **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): CRITICAL CARE REF NO: MPDOH/SEP/24/304 (X5 POSTS)**

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

CENTRE REQUIREMENTS : Witbank Hospital (Nkangala District)
Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024), a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Critical Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice of Critical Care Nursing. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele).

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/234 **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): CHILD/PAEDIATRIC (PAEDIATRIC HIGH CARE UNIT) REF NO: MPDOH/SEP/24/308 (X4 POSTS)**

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

CENTRE REQUIREMENTS : Witbank Hospital (Nkangala District)
Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024), a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government

Notice R212 in Child/Paediatric Nursing Science. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice of Paediatric Nursing Care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele).

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/235 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): ONCOLOGY REF NO: MPDOH/SEP/24/309**

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

CENTRE REQUIREMENTS : Witbank Hospital (Nkangala District)
Senior Certificate / Grade 12 plus Basic R425 qualification (Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2024), a post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Oncology Nursing Science. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/236 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): NEPHROLOGY/CTRITICAL CARE REF NO: MPDOH/SEP/24/310**

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

CENTRE REQUIREMENTS : Witbank Hospital (Nkangala District)
Senior Certificate / Grade 12 plus Basic R425 qualification (Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a

Professional Nurse (2024), a post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Nephrology / Critical Care Nursing Science. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Nephrology Nursing Care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of National Core Standards and ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual cultural racial or religious differences. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho Pele).

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/237 : **ADMINISTRATIVE OFFICER: HEALTH TECHNOLOGY REF NO: MPDOH/SEP/24/312**

SALARY CENTRE REQUIREMENTS : R308 154 per annum, (plus service benefits)
: Nkangala District Clinical Engineering Workshop, Emalahleni
: Senior Certificate / Grade 12 plus three (3) years' relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Management or equivalent qualification. Good interpersonal and communication skills (verbal and written). Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Must have Experience on Government systems (BAS & LOGIS), excellent interpersonal relations, good communication skills. Valid driver's licence.

DUTIES : Render comprehensive mental health occupational therapy service in primary health care that complies with the norms and standards as indicated by mental health care Act 17 2002. Assessment and treatment of patients in the district. Develop community support groups for MHC Users. Involvement in the assessment of trial awaiting detainees. Implement quality assurance measures and participate in the formulation and review of strategies in the district. Be responsible and assist in the management of all allocated resources. Effective report writing, record keeping and data collection skill is needed. Working well within the MDT set up.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/238 : **ADMINISTRATIVE OFFICER: HEALTH TECHNOLOGY REF NO: MPDOH/SEP/24/312**

SALARY CENTRE REQUIREMENTS : R308 154 per annum, (plus service benefits)
: Nkangala District Clinical Engineering Workshop, Emalahleni
: Senior Certificate / Grade 12 plus three (3) years' experience in Health Technology or Diploma / Degree (NQF Level 6/7) in Public Administration / Management or equivalent qualification. Good interpersonal and communication skills (verbal and written). Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Must have Experience on Government systems (BAS & LOGIS), excellent interpersonal relations, good communication skills. Valid driver's licence.

- DUTIES** : Monitor incoming and outgoing of medical equipment. Manage the stock in the Clinical Engineering (C.E) Workshop. Keep the electronic and manual filling of information for the C.E Workshop. Compile and capture requisitions for C.E Workshop. Facilitate the process of issuing purchase orders for repairs and services to medical equipment and stores related items.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.

OFFICE OF THE PREMIER

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the following posts, listed in the various units below.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number to: The Acting Deputy Director: Internal HR Management and Development, Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First Floor, Government Boulevard, Riverside Park. E-mail address: smonareng@mpg.gov.za
- CLOSING DATE** : 30 September 2024
- NOTE** : The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. The minimum entry requirement for all Senior Management Services (SMS) posts is a Pre-entry Certificate which is submitted prior to appointment and that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The recommended candidates for all four posts shall be subjected to a competency assessment. All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. Successful candidates will be required to disclose their financial interests, when required. Note: The above-mentioned posts are permanent positions and the successful candidates will be subjected to security clearance and security vetting. It must further be noted that all the above posts are being re-advertised – Previous respondents are therefore welcome to re-apply. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

MANAGEMENT ECHELON

- POST 33/239** : **CHIEF DIRECTOR: POLICY ANALYSIS AND RESEARCH REF NO: PAR/OTP/09/2024 (PREVIOUSLY KNOWN AS GENERAL MANAGER: POLICY ANALYSIS AND RESEARCH)**
Re-Advertisement
- SALARY** : R1 436 022 per annum (Level 14), an all-inclusive remuneration package. The successful candidate will be required to enter into a Performance Agreement with the Deputy Director-General: Policy Research, Performance Monitoring and Evaluation.
- CENTRE REQUIREMENTS** : Mbombela
An appropriate Bachelor's Degree /National Diploma in Public Management or Administration (NQF level 7) or equivalent qualification (NQF level 7), with a minimum of 5 years managerial experience in a Senior Management level. Experience in macro policy, planning, policy analysis and research would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
- DUTIES** : Providing strategic direction and leadership in the management and coordination of the provincial policy development services Providing strategic

direction and leadership in the management of the Macro Planning processes
 Providing strategic leadership and support in managing the development and implementation of provincial agenda
 Providing strategic direction and leadership in the management and coordination of performance information related to service delivery in the province
 Developing and maintaining sound working relations with relevant structures within the Office of the Premier and with other stakeholders, national departments, Presidency, other provinces, research institutions in order to effectively carry out the mandates of the chief directorate
 Managing and overseeing the effective and efficient utilization of the Chief Directorate's resources.

ENQUIRIES : Enquiries should be directed to the Acting Deputy Director: Internal HR Management and Development - Ms SS Monareng: Tel No: (013) 766 2004

POST 33/240 : **CHIEF DIRECTOR: PERFORMANCE MONITORING AND EVALUATION REF NO: CC/OTP/09/2024. (PREVIOUSLY KNOWN AS GENERAL MANAGER: CLUSTER CO-ORDINATION)**
 Re-Advertisement

SALARY : R1 436 022 per annum (Level 14), an all-inclusive remuneration package. The successful candidate will be required to enter into a Performance Agreement with the Deputy Director-General: Policy Research, Performance Monitoring and Evaluation.

CENTRE REQUIREMENTS : Mbombela
 : An appropriate Bachelor's Degree /National Diploma in Public Management or Administration (NQF level 7) or equivalent qualification (NQF level 7), with a minimum of 5 years managerial experience in a Senior Management level. Experience in macro policy, planning and cluster management would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: strategic capability and leadership
 Financial management
 Change management
 Knowledge management
 People management and empowerment
 Programme and project management
 Service delivery innovations
 Client orientation and customer focus
 Problem solving and analysis
 Communications.

DUTIES : Provide strategic advice and support to the governance and criminal justice system cluster
 Provide strategic advice and support to the economy, investment and employment cluster
 Provide strategic advice and support to the social protection, community and human development cluster
 Evaluate the developmental impact of provincial programmes
 Managing and overseeing the effective and efficient utilization of the Chief Directorate's resources.

ENQUIRIES : Enquiries should be directed to the Acting Deputy Director: Internal HR Management and Development - Ms SS Monareng: Tel No: (013) 766 2004

POST 33/241 : **CHIEF DIRECTOR: STRATEGIC HUMAN RESOURCES REF NO: SHRS/OTP/09/202 (PREVIOUSLY KNOWN AS GENERAL MANAGER: STRATEGIC HUMAN RESOURCE SERVICES)**
 Re-Advertisement

SALARY : R1 436 022 per annum (Level 14), an all-inclusive remuneration package. The successful candidate will be required to enter into a Performance Agreement with the Deputy Director-General: Institutional Development Support and Integrity Management. The shortlisted candidates will be subjected to a competency assessment.

CENTRE REQUIREMENTS : Mbombela
 : An appropriate Bachelor's Degree /National Diploma in Human Resource Management, Public Management and Administration (NQF level 7) or equivalent qualification, with a minimum of 5 years managerial experience in a Senior Management level. SMS Pre-entry Certificate. Experience in the fields of human resource management, human resource development, labour relations, policy management would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Strategic capability and leadership
 HR prescripts
 analysis
 Comprehensive report writing
 Financial management
 Change management
 Knowledge management
 People management and empowerment
 Programme and project management
 Service delivery innovations
 Client orientation and customer focus
 Problem solving and analysis
 Communications.

- DUTIES** : Provide an informed advice on HR matters to all Departments Co-ordinate and monitor the implementation of strategic HR services for the Province Co-ordinate and monitor the implementation and promotion of sound labour relations and discipline in the Province Co-ordinate and monitor the implementation of organizational development and job evaluation in the Province Co-ordinate and monitor the implementation of transversal HRM policies and guidelines Manage human, financial and physical resources, as well as information.
- ENQUIRIES** : Enquiries should be directed to the Acting Deputy Director: Internal HR Management and Development - Ms SS Monareng Tel No: (013) 766 2004
- POST 33/242** : **CHIEF FINANCIAL OFFICER REF NO: CFO/OTP/09/2024**
Re-Advertisement
- SALARY** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package. The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Mbombela
An appropriate Bachelor's Degree /National Diploma or equivalent qualification in Commerce – B Com in Accounting is an added advantage (NQF level 7), with a minimum of 5 years managerial experience in a Middle Management level. Extensive experience in the field of Finance. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Strategic capability and leadership Financial management Accounting management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis. Communications.
- DUTIES** : Managing compliance with requirements of the PFMA, Financial manuals and Treasury Regulations Managing the efficient, effective, economical and transparent use of resources Designing and implementation of internal controls, including proper risk management Provision of timely, accurate and adequate financial and other operational information for strategic decision making purposes and preparation of strategic plans Ensuring that sound systems and procedures for expenditure management and control are in place Ensuring that proper planning for the acquisition of assets, design and implementation of measures to protect and maintain assets Designing, implementation and maintenance of accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information Rendering of efficient and effective supply chain management services Overseeing the management and monitoring of the developmental budget in support of service delivery.
- ENQUIRIES** : Enquiries should be directed to the Acting Deputy Director: Internal HR Management and Development - Ms SS Monareng Tel No: (013) 766 2004

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

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

<u>CLOSING DATE</u>	:	30 September 2024
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

<u>POST 33/243</u>	:	<u>MEDICAL OFFICER REF NO: NCDOH 144/2024</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum
<u>CENTRE REQUIREMENTS</u>	:	Dr Harry Surtie Hospital Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registered as Medical Practitioner with the HPCSA in respect of SA qualified employees 1-year relevant experience after registration as Medical Practitioner with recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. Grade 2: A minimum of five (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 ten (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 request of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa.
<u>DUTIES</u>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case

		presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<u>ENQUIRIES</u>	:	Dr DG Theys Tel No: (053) 8302 102
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.
<u>POST 33/244</u>	:	<u>MEDICAL OFFICER REF NO: NCDOH 145/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum
<u>CENTRE</u>	:	Prieska Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner, 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.
<u>DUTIES</u>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<u>ENQUIRIES</u>	:	Dr DG Theys Tel No: (053) 8302 102
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/245</u>	:	<u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE REF NO: NCDOH 146 /2024 (X1 POST)</u>
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Keimoes CHC, ZF Mgcawu District
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: Grade 1: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty.

DUTIES : Provision of quality comprehensive community health care, Provision of administrative services, Provision of educational services, Provision of clinical services, Usage of equipment and machinery, Research responsibility.

ENQUIRIES : Mr. M. Beketsana/Mr F. van Neel Tel No: (054) 337 0600
APPLICATIONS : Applications must be e-mailed to nhealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

POST 33/246 : **CLINICAL NURSE PRACTITIONER-PRIMARY HEALTH CARE REF NO: NCDOH 147/2024 (X1 POST)**

SALARY : Grade 1: R451 333 – R520 560 per annum
Grade 2: R553 545 - R676 068 per annum

CENTRE : ZF Mgcawu District
REQUIREMENTS : Basic R425 qualification (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 a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Clinical Nursing Science, Health Assessment and Treatment (PHC), 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 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 Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC.

DUTIES : Provision of quality comprehensive community health care, Provision of administrative services, Provision of educational services, Provision of clinical services, Usage of equipment and machinery, Research responsibility.

ENQUIRIES : Mr. M. Beketsana/F. van Neel Tel No: (054) 337 0600
APPLICATIONS : Applications must be e-mailed to nhealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

POST 33/247 : **CLINICAL NURSE PRACTITIONER REF NO NCDOH 148/2024 (X1 POST)**

SALARY : Grade 1: R451 333 – R520 560 per annum
Grade 2: R553 545 - R676 068 per annum

CENTRE : Marydale Clinic
REQUIREMENTS : Basic R245 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse, a post basic qualification with a duration of at least 1 year I Curative Skills in Primary Health Care accredited with the SANC (i.e. R48), Registration with the SANC as a Professional Nurse. 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 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 in the relevant speciality (Primary Health Care). Valid driver’s license, Computer Literacy, NIMART training. Skills Profile: 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 Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Leadership, Organizational, decision making and communication skills, Co-ordination and planning skills. Team building skills and supervisory skills. Good interpersonal relationship skills, good insight of procedures and polices pertaining to nursing care. Ability to assist in formulation of patient care related policies.

- DUTIES** : Provide quality comprehensive health care, provide administrative support, provide educational services, provide clinical services, usages of equipment and machinery, research responsibility. Provide quality comprehensive health care, provide administrative support, provide educational services, provide clinical services, usages of equipment and machinery, research responsibility. Compiling with all legislation applicable to practising medicine. Conducting physical examinations, tests or procedures to diagnose patients. Maintaining accurate medical records for all patients. Consulting with medical officers about the specialised needs of some patients.
- ENQUIRIES APPLICATIONS** : Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
Please note applications can be hand delivered to Van der Merwe Street, De Aar, 7000 or e-mailed to NCHealthHR-Pixley@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 33/248** : **PROFESSIONAL NURSE SPECIALTY REF NO: NCDOH 149/2024 (X2 POSTS)**
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Dr Harry Surtie Hospital
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Child Nursing Science, Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science, Ophthalmic Nursing Science & Orthopaedic Nursing science and/or other relevant specialty Experience: **Grade 1:** Minimum of 4 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework: To assist in planning/organising and monitoring of the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Participation in training and research: To assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. To complete patient related data and partake in research. Provision of Support to Nursing Services: To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building Maintain professional growth/ethical standards and self-development: To maintain the Code of Conduct: Public Service. Professional Body. Seek learning opportunities: In-service training.
- ENQUIRIES** : Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.
- APPLICATIONS** : Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at John.Berend@NCDOH.co.za All applicants must complete an application register when an application is hand delivered.

POST 33/249 : **EMS STATION MANAGER GRADE 3 - 6 JOHN TAOLO GAETSEWE**
HEALTH DISTRICT REF NO: NCDOH 150/2024 (X1 POST)

SALARY : R376 596 – R 591 741 per annum, (all-inclusive package)
CENTRE : EMS Olifantshoek

REQUIREMENTS : **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of Emergency Care Technician programmes course that allows registration with the Health Professional Council of South Africa. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the Health Professional Council of South Africa. **Grade 6:** Successful completion of the B Tech Degree that allows registration with the Health Professional Council of South Africa. Experience: **Grade 3:** Three years after registration with the Health Professional Council of South Africa as an Intermediate Life Support. **Grade 4:** Three years after registration with the Health Professional Council of South Africa as Emergency Care Technician. **Grade 5:** Three years after registration with the Health Professional Council of South Africa as Paramedic. **Grade 6:** Three years after registration with the Health Professional Council of South Africa as an Emergency Care Practitioner.

DUTIES : Effective Emergency Medical Services Management - Management of an EMS Division Incident Management, Management of Search and Rescue Structures, Medical Rescue Management, Management of Infectious Diseases and Infection Protection, Fleet Allocation in a Shift, Organisation of EMS Resources in a Division, Planning Divisional Activities, Motivating personnel for performance. Human Resource Management - Performance Management, Management of Rosters and Staff Leave request, OHS of Personnel, Discipline of staff, Planning staff training and education, Motivation of staff, capacity building and empowerment, Conflict management and team building, Supervision and support of staff, Respecting and developing cultural sensitivity and diversity. Financial Management - Management of Overtime and Allowances, Asset Management. Fuel Management. Communication - Attending meetings to represent EMS, facilitating workshops, Chairing meetings, facilitating debriefs, Report writing, Completion of patient care reports and logbooks, assisting members of public with enquiries. Liaison Function - Liaison with other services relating to EMS.

ENQUIRIES : EMS District Manager, John Taolo Gaetsewe Health District: Mr S Geatsewe at 071 411 5025.

APPLICATIONS : Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301 or emailed at nchealthr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 33/250 : **SOCIAL WORKER REF NO: NCDOH 151/2024 (X1 POST)**

SALARY : Grade 1: R308 247 per annum
Grade 2: R376 416 per annum
Grade 3: R452 667 per annum
Grade 4: R554 919 per annum

CENTRE : Dr Harry Surtie Hospital
REQUIREMENTS : Formal Tertiary qualification in social work (Bachelor of Social Arts) that allows professional registration with the SACSSP. Registration with the SACSSP (South African Council for Social Service Profession) as Social Worker. A valid driver's licence. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience in social work after registration as social work with the SACSSP. **Grade 3:** A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience as a Social Worker after registration with the SACSP. Skills Profile: Organizational skills, Job knowledge, good communication skills (verbal and written), Interpersonal skills, Conflict management skills, Problem Solving skills.

DUTIES : Establish social work services and network for the institution and maintain communication with stakeholders. Ensure that social work service with regards to the care, support and protection of individuals, groups, families through

relevant programmes is rendered. Keep up to date with new developments in social work field. Undertake social work research and development and contribute to the development policies. Render a holistic social work services to individuals, groups and community using methods of social work policies. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify further amended interventions to address identified conditions. Liaise/attend meetings with other departments and nongovernmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and outcomes. Impellent social welfare programme in accordance with the need of the Community and Government priorities. Supervise all administrative functions required with the unit and undertake the higher level of administrative functions. Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.

ENQUIRIES

APPLICATIONS

POST 33/251

SALARY CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

APPLICATIONS

POST 33/252

SALARY CENTRE

REQUIREMENTS

DUTIES

SUPERVISORY LEVEL CLERK REF NO: NCDOH 152/2024 (X2 POSTS)

Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at John.Berend@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.

SUPERVISORY LEVEL CLERK REF NO: NCDOH 152/2024 (X2 POSTS)

R308 154 per annum (Level 07)
Frances Baard District: Pampierstad CHC (X1 Post)
Namakwa District: Springbok Hospital (X1 Post)
 Appropriate tertiary qualification with at least 0-2 years relevant experience. Grade 12 certificate or equivalent qualification with 3-5 years' experience in the relevant field. A Valid code B (08) driver's licence will be an added advantage. Ccompetencies: Knowledge of conditions of service processes and procedures. Legislation i.e. PSA, PSR, BCEA, COIDA. Resolutions, DPSA Determinations prescripts. Batho Pele Principles. PILIR. PERSAL system.

Perform recruitment and selection, relocation of staff and finalize resignations. Process and verify transactions on PERSAL. Process all Pension, Injury on duty and Pillar cases. Ensure and implement Employee Performance Management and Development. Process all provisioning and financial matters. Mr M. Joka/Mr N. Mohammed Tel No: (053) 861 4770 (**Frances Baard District**)
 Mr D. Grootboom Tel No: (027) 712 1601 (**Namakwa District**)

Applications for Frances Baard District: Application must be e-mailed to nhealthhr-fbd@ncpg.gov.za, hand delivered or couriered via postal services to 119 Green Street, Riveria, Kimberley. Applicants must complete an application register when an application is hand delivered.
Applications for Namakwa District: Application must be e-mailed to eaclote@ncpg.gov.za and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.

SUPERVISORY LEVEL CLERK (FINANCE) REF NO: NCDOH 153/2024 (X2 POSTS)

R308 154 per annum (Level 07)
 Provincial Office (Accounts Payable) (X1 Post)
 ZF Mgcawu District (X1 Post)

An appropriate tertiary qualification Bachelor's Degree / National Diploma in Accounting, Finance or Cost Management with 0-2 years' experience in the relevant field. A Grade 12 with 3- 5 years' experience in the relevant field. A valid Divers License. Competencies: Knowledge of basic understanding of the legislative framework governing the public service such as DORA, PFMA, Treasury regulations, etc. Knowledge of financial accounting practices and framework. Knowledge financial operating systems (BAS). Basic analytical and problem-solving skills. Good verbal and written communications skills. Good interpersonal and report writing skills. Computer literacy (MS-Word, Excel and Power Point).

Safekeeping of expenditure batches within the expenditure unit. Validation of documentation. Payment authorization. Assist in ensuring that all creditors are

paid within the prescribed timeframe. Supervise and monitor the work of subordinates. Submit activity reports to supervisors. Assist in providing of reliable financial information.

<u>ENQUIRIES</u>	:	Provincial Office: Mr Mothapo Tel No: (053) 833 576
<u>APPLICATIONS</u>	:	ZF Mgcawu District: Mr. M. Beketsana/F. van Neel Tel No: (054) 337 0600 ZF Mgcawu District: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered. Provincial Office: Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.
<u>POST 33/253</u>	:	<u>PROFESSIONAL NURSE GENERAL REF NO: NCDOH 154/2024 (X6 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 REQUIREMENTS</u>	:	Dr Harry Surtie Hospital Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter-sectorial and multi-disciplinary teamwork). Manage and monitor proper utilization of human, financial and physical resources: Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
<u>ENQUIRIES</u>	:	Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or E-Mailed at John.Berend@NCDOH.co.za All applicants must complete an application register when an application is hand delivered must complete an application register when an application is hand delivered.
<u>POST 33/254</u>	:	<u>PROFESSIONAL NURSE (GENERAL) REF NO: NCDOH 155/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 – R356 832 per annum Grade 2: R375 480 – R435 759 per annum Grade 3: R451 533 – R570 273 per annum
<u>CENTRE</u>	:	Griekwastad CHC (X1 Post) De Aar Hospital (1 Post) Douglas CHC (X1 post)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. Grade 3: A minimum of 20 Years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. Skills Profile: 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, Patients' Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills. Elementary writing skills. Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team Player Supportive Assertive.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care), implement standards, practices criteria and indicators for quality nursing (quality of practice), practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care, maintain a constructive working relationship with nursing and other stakeholders, utilize human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
APPLICATIONS : Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to NCHealthHR-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 33/255 : **PHARMACIST ASSISTANT (POST BASIC) REF NO: NCDOH 156/2024 (X1 POST)**

SALARY : Grade 1: R250 947 per annum
 Grade 2: R290 436 per annum
 Grade 3: R313 308 per annum

CENTRE : Prieska PHC
REQUIREMENTS : Registration with the South African Pharmacy Council (SAPC) as Pharmacist Assistant (Post Basic) Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post Basic) **Grade 2:** A minimum of 5 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC.

DUTIES : Assist in training of Learner Basic Pharmacist Assistants. Procure, store and distribute medical stock throughout the institution. Optimally counsel patients. Effective stock control. Inform staff in all hospital departments with regard to medicine, relative medicine costs and cost-effective usage. Provide pharmaceutical service to hospital departments and primary health care facilities. Collect information for research purposes. Provide an effective support service to the Pharmacists within the District.

ENQUIRIES : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
APPLICATIONS : Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to NCHealthHR-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 33/256 : **PRODUCTION LEVEL CLERK REF NO: NCDOH 157/2024 (X12 POSTS)**

SALARY : R216 417 per annum (Level 05)

CENTRE : **Frances Baard District:**
 Barkly West Hospital (X1 Post)
 Connie Vorster Hospital (Hartswater) (X1 Post)
 Phuthanang Clinic (X1 Post)
 Warrenton CHC (X1 Post)
John Taolo Gaetsewe District:
 Gateway Clinic (X1 Post)
District Office (X1 Post)
ZF Mgcawu District:
 Kakamas Clinic (X1 Post)
 Keimoes CHC (X1 Post)
 Lingeletu Clinic (X1 Post)
Namakwa District:
 Springbok Hospital (X1 Post)
 Steinkopf Clinic (X1 Post)
 Calvinia Clinic (X1 Post)

REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required.
DUTIES : Render general clerical support services – Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and

statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register for the unit. Provide supply chain clerical support services within the Unit – Keep and maintain asset register of the unit. Take stock control of office stationery. Provide personnel administration clerical support services within the unit.

ENQUIRIES : **Frances Baard District:** Mr M. Joka/Mr N. Mohammed Tel No: (053) 861 4770
John Taolo Gaetsewe District: Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149

ZF Mgcawu District: Mr. M. Beketsana/Mr F. van Neel Tel No: (054) 337 0600
Namakwa District: Mr D. Grootboom/Ms E. Cloete Tel No: (027) 7121601

APPLICATIONS : **Frances Baard District:** Application must be e-mailed to nchealthhr-fbd@ncpg.gov.za, hand delivered or couriered via postal services to 119 Green Street, Riveria, Kimberley. Applicants must complete an application register when an application is hand delivered.

John Taolo Gaetsewe District: Application must be e-mailed to nchealthhr-JTG@ncpg.gov.za hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered.

ZF Mgcawu District: Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or couriered via postal service or hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington, 8801. Applicants must complete an application register when an application is hand delivered.

Namakwa District: Application must be e-mailed to ea cloete@ncpg.gov.za and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag x10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.

POST 33/257 : **PRODUCTION LEVEL CLERK REF NO: NCDOH 158/2024 (X1 POST)**

SALARY : R216 417 per annum (Level 05)
CENTRE : ZF Mgcawu District: Forensic Pathology Services Upington
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required. Requirements: Senior Certificate or equivalent qualification, coupled with relevant experience. Competencies: Computer literacy (MS Word, MS Excel, Powerpoint). Knowledge of administrative procedures and regulations with respect of rendering a comprehensive Forensic Pathology Service. Good filling, confidentiality and prioritisation skills Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain high level of interpersonal and working relations with staff and stakeholders. Knowledge and application of the Batho Pele Principles. Ability to work in an environment that is demanding and with high levels of pressure. Knowledge of the ethical code of conduct.

DUTIES : Provide general administrative functions in a multi-task forensic environment. Perform office reception function and enquiry service to the clients/community. Ensuring the completion of all documentation and statements as well as the smooth, efficient and effective flow of such documents in accordance to chain of evidence guidelines. Optimal control of reports and specimen during forensic process in adherence to chain of evidence protocols. Undertake computer and other office electronic functions. Render logistical , administrative and technical support including arrangements of meetings and workshops.

ENQUIRIES : Applications for ZF Mgcawu District: Mr. M. Beketsana/Mr F. van Neel Tel No: (054) 337 0600.

APPLICATIONS : must be e-mailed to nchealthhr-zfm@ncpg.gov.za or couriered via postal service or hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington, 8801. Applicants must complete an application register when an application is hand delivered

POST 33/258 : **PRODUCTION LEVEL CLERK REF NO: NCDOH 159/2024 (X2 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Pixley Ka Seme District Office
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required.

- DUTIES** : Implement human resource administration practices. Namely: for recruitment and selection, implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocations, pension, allowances, PILIR etc), performance management, terminations, union relations (supporting the organisations interactions with labour unions, if applicable), compliance with healthcare regulations(ensuring to relevant health care laws, regulations and accreditation standards, Employee relations (facilitating communication between employees, management, and HR, helping to resolve conflict in workplace. Address human resource administration enquiries (leave printouts and requires, recruitment and selection, Pension, PILIR and allowances, Labour relations).
- ENQUIRIES** : Applications for Pixley Ka Seme District: Ms S. McCloen/Ms B. Jack Tel No: (053) 632 400/406
- APPLICATIONS** : must be e-mailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.
- POST 33/259** : **PRODUCTION LEVEL CLERK REF NO: NCDOH 160/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Information Management, Provincial Office, Kimberley
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required.
DUTIES : Managing the Provincial webDHIS Database. Dissemination of Training. Providing programme managers with feedback on data validity and the creation of org units on the National Data Dictionary. Conducting Rapid Internal Performance Data Audits (RIPDA). Providing the Health Information Management unit with administrative support.
- ENQUIRES** : Mr C. Titus, Tel No: (053) 830 0555
APPLICATIONS : Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.
- POST 33/260** : **PRODUCTION LEVEL CLERK REF NO: NCDOH 161/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Dr Arthur Letele Medical Depot, Kimberley
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required.
DUTIES : Timely and correctly captured payment on BAS. Timely and correctly captured journals. Reconciliation of service providers account with supplier statements and accrual list. Manage system challenges on Gcommerce system affecting the payment of suppliers. Strategic prioritizing of payment approval.
- ENQUIRIES** : Ms E. Grobbelaar/Mr T. Kwiyanne Tel No: (053) 8302 700
APPLICATIONS : Applications: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.
- POST 33/261** : **PRODUCTION LEVEL CLERK REF NO: NCDOH 162/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Human Resource Development, Provincial Office, Kimberley
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required.
DUTIES : Render general clerical support services. Provide supply chain clerical support services within the unit. Provide personnel administration clerical support services within the unit. Provide financial administration support services in the unit.
- ENQUIRIES** : Ms O. Lesejane Tel No: (053) 8302 100
APPLICATIONS : Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

<u>POST 33/262</u>	:	<u>STAFF NURSE REF NO: NCDOH 163/2024 (X3 POSTS)</u>
<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>	:	Dr Harry Surtie Hospital Qualification that allows registration with the SANC as Staff Nurse, Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<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.
<u>ENQUIRIES</u>	:	Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at John.Berend@ncdoh.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 33/263</u>	:	<u>STAFF NURSE REF NO: NCDOH 164/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R209 112 – R233 931 per annum Grade 2: R248 613 – R279 159 per annum Grade 3: R290 805 – R356 832 per annum
<u>CENTRE REQUIREMENTS</u>	:	Griekwastad CHC Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. Grade 3: A minimum of 20 Years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team. Skills Profile: 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 Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills Elementary writing skills Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team player Supportive Assertive.
<u>DUTIES</u>	:	Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e. Acts, policies, SOP's, guidelines and protocols governing the public service. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
<u>ENQUIRIES</u>	:	Ms MS McCloen/ B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to NCHealthHR-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 33/264</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3 FRANCES BAARD HEALTH DISTRICT REF NO: NCDOH 165/2024 (X1 POST)</u>
<u>SALARY</u>	:	R177 714 – R206 619 per annum, (all-inclusive package)
<u>CENTRE</u>	:	EMS Kimberley

<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor.
<u>ENQUIRIES</u>	:	EMS District Manager, Frances Baard Health District: Mr A Mcanda at 060 983 1673
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/265</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3 JOHN TAOLO GAETSEWE HEALTH DISTRICT REF NO: NCDOH 166/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R177 714 – R206 619 per annum, (all-inclusive package) EMS Kgalakgadi
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor
<u>ENQUIRIES</u>	:	EMS District Manager, John Taolo Gaetsewe Health District: Mr S Gaetsewe at 071 411 5025
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/266</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3 NAMAKWA HEALTH DISTRICT REF NO: NCDOH 167/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R177 714 – R206 619 per annum, (all-inclusive package) EMS Komaggas
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor.
<u>ENQUIRIES</u>	:	EMS District Manager, Namakwa Health District: Mr AA Kittas at 066 198 6673

<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/267</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3, PIXLEY KA SEME HEALTH DISTRICT REF NO: NCDOH 168/2024 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R177 714 – R206 619 per annum, (all-inclusive package) EMS De Aar (X1 Post) EMS Griekwastad (X1 Post) EMS Victoria West (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor.
<u>ENQUIRIES</u>	:	EMS District Manager, Pixley Ka Seme Health District: Mr E Booysen at 066 198 6749
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/268</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3, ZF MGCWU HEALTH DISTRICT REF NO: NCDOH 169/2024 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R177 714 – R206 619 per annum, (all-inclusive package) EMS Upington (X2 Posts) EMS Danielskuil (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor.
<u>ENQUIRIES</u>	:	EMS District Manager, ZF Mgcawu Health District: Mr DW Fortuin at 060 967 1397
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/269</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 170/2024 (X7 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Dr Harry Surtie 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 Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years; appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
<u>ENQUIRIES</u>	:	Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or E-Mailed at John.Berend@ncdoh.gov.za Applicants must complete an application register when an application is hand delivered.
<u>POST 33/270</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 171/2024 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 – R186 072 per annum Grade 2: R192 675 – R215 436 per annum Grade 3: R227 070 - R255 303 per annum
<u>CENTRE</u>	:	Carnarvon CHC (X1 Post) De Aar Hospital (X2 Posts) Hopetown Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the SANC as Nursing Assistant. Shortlisted candidates will be required to submit current proof of registration with SANC as a Nursing assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with SANC as a nursing assistant. Grade 3: A minimum of 20 years' experience after registration with SANC as a nursing assistant. Skills Profile: 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 Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills Elementary writing skills Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team player Supportive Assertive.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care): Maintain hygiene of patient; Provide nutrition; Assist with mobility; Assist with 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 oral medication); 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.
<u>ENQUIRIES</u>	:	Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to NCHealthHR-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 33/271</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 172/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	ZF Mgqawu District
<u>REQUIREMENTS</u>	:	Qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Nursing Assistant, Registration with the SANC as Nursing Assistant. Experience: Grade 1: None, Grade 2: A minimum

- of 10 years' experience after registration with the SANC as a nursing assistant, **Grade 3:** A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
- DUTIES** : Assist patients with activities of daily living (physical care), Provide elementary clinical nursing care, Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr. M. Beketsana/F. van Neel Tel No: (054) 337 0600
- APPLICATIONS** : Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.
- POST 33/272** : **TRADESMAN REF NO: NCDOH 173/2024 (X1 POST)**
- SALARY** : R155 148 per annum
- CENTRE** : Robert Mangaliso Sobukwe Hospital
- REQUIREMENTS** : NQF level 3 (Grade 10 certificate or equivalent, 6 month trade-related experience. Competencies: Ability to use electrical and hand tools. Good interpersonal, communication and organizational skills and ability to work independently.
- DUTIES** : To provide support to Artisans and Technicians in carrying out their specialized trade or industrial functions. Provide assistance in the maintenance of facilities, vehicles and equipment. Repair, clean service and safe keeping of equipment and tools according to standards.
- ENQUIRIES** : Dr E. Olivier/ Ms. M Visser Tel No: (053) 802 2911
- APPLICATIONS** : Please note applications can be hand delivered to HRM 3rd Floor Admin Building at Robert Mangaliso Sobukwe Hospital, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at rmsshr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 33/273** : **MORTUARY ATTENDANT REF NO: NCDOH174/2024 (X1 POST)**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : John Taolo Gaetsewe District: Tshwaragano Hospital
- REQUIREMENTS** : Senior Certificate or equivalent qualification, coupled with relevant experience. No working experience required. Knowledge requirements – Batho Pele Principles, Public Service act, Customer care, Code of Conduct, medico legal policies, Patient's rights.
- DUTIES** : Receiving of corpses within the institution – record received corpses, registering of corpses, transportation of corpses to and from hospitals, ensure that the name tags correspond with the records and register. Storage of corpses – check the temperature of the fridge daily, place the corpse in the cold fridge shelves, ensure that the box number corresponds with the shelves in which the corpse has been stored, completion of the TPH Registers, provide support with the conducting of/and audit of the corpse's length of stay in the mortuary, report challenges to supervisor timely. Assist in the identification and preparation of corpses – identify and prepare the corpse for viewing, prepare the corpse for post-mortem and identification, prepare the body for pauper's burial, sign off the corpse from the TPH and removal form. Report mortuary equipment that require maintenance – ensure cleanliness of the mortuary fridge and shelves, ensure effective utilization of the chemical in line with the infection control measures. Removal of the corpse – assist government officials and undertakers during the removal of the corpse, release of corpse to family or funeral directors.
- ENQUIRIES** : Applications for John Taolo Gaetsewe District: Mr KM Taolo Tel No: (053) 775 1149.
- APPLICATIONS** : must be e-mailed to nchealthhr-JTG@ncpg.gov.za and delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered

**PROVINCIAL ADMINISTRATION: NORTH WEST
PROVINCIAL TREASURY**

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan for the Department will be considered when filling vacant positions. It is our intention to promote representivity.

APPLICATIONS : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, or N Marengwa, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to be transmitted successfully, otherwise you will have to send more than one email. When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

CLOSING DATE : 04 October 2024 at 16h00

NOTE : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such an evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated with and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only. Requirements For Senior Management Posts (SL13-16): The requirements for appointments

at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS. The full details can be sourced at 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 at: www.thensg.gov.za. No appointment to an SMS post will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Please note that women will be targeted for SMS posts as per the Department's Employment Equity Plan.

MANAGEMENT ECHELON

<u>POST 33/274</u>	:	<u>DEPUTY DIRECTOR-GENERAL: SRM REF NO: NWFIN/2024/01</u> Programme: Sustainable Resource Management Branch: Sustainable Resource Management
<u>SALARY</u>	:	R1 741 770 – R2 051 715 per annum (Level 15), (all-inclusive salary package), (on the salary scale)
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho As a minimum an Honours Degree or Post Graduate Diploma in Finance/ Accounting/ Economics, or equivalent NQF 8 qualifications in related field. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Ten (10) years' experience of which a minimum of eight (8) years must be at senior management level and of which 3 years should be at the executive management level (at least minimum of 3 years of which must be with any Organ of State as defined in the Constitution). Must have a valid driver's license as it will be expected to travel. Sound analytical, interpretive, and high-level communication skills. A proven track record of the ability to multi - task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management and systems management. Planning, organization, and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government.
<u>DUTIES</u>	:	Ensure policy formulation and implementation of adequate fiscal resources for the utilization of the provincial government. Promote the effective and efficient management of the provincial resources by developing, implementing, monitoring, and evaluating systems for speed- up service delivery. Manage the province's fiscal resources actively and ensuring responsive, credible, and sustainable budget and distribution of financial resources throughout the provincial departments and public entities. Promote and ensure budgetary/expenditure alignment to plans and priorities between the different spheres of government. Oversee the provision of effective technical and strategic support to infrastructure development and implementation processes within the Departments. Ensure development of the economic analysis for both the local and provincial spheres which will inform planning, decision making and equitable resource allocations. Ensure the development, implementation, and monitoring of the provincial revenue enhancement/collection strategies as well as coordination of credible revenue budget. Ensure the development and implementation of appropriate supply chain management strategies for the provincial administration. Provide strategic and business planning leadership to internal and external clients including directorates within the division.

<u>ENQUIRIES</u>	:	Mr. NI Kunene Tel No: (018) 388 4441
<u>POST 33/275</u>	:	<u>CHIEF DIRECTOR: PROV. SCM REF NO: NWFIN/2024/02</u> Programme: Asset and Liability Management Sub-Programme: Interlinked and support (Prov. SCM)
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum (Level 14), (all-inclusive salary package), (on the salary scale)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a Bachelor Degree or Advanced Diploma in SCM/ Logistics / Finance/ Commerce/ Accounting, or equivalent NQF 7 qualification. A minimum of 10 (ten) years practical experience in a Public Sector SCM management environment. A minimum of 5 (five) years should be senior management experience within the SCM environment. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Sound and in-depth knowledge of relevant prescripts/ legislative framework governing the public services including the Constitution of the Republic of South Africa, 1996, Public Finance Management Act (PFMA) and related regulations, Preferential Procurement Policy Framework Policy (PPPFA) Act and its regulations and/ or Public Procurement Act, Broad Based Black Economic Empowerment (BBBEE) Act and its Code of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, Construction Industry Development Board (CIDB) Prescripts, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, PAJA, PAIA and Public Service Regulations, various Bargaining Council Resolutions and other relevant related prescripts. Provide strategic leadership/ managerial, planning and organising, compilation of reports, research/analyzing. Understanding of the Supply Chain Management aligned needs and priorities of the province. Effective understanding of Supply Chain Related risk management principles, concepts and strategies. Ability to formulate, interpret and apply policy. Analytical and innovative thinking. Co-ordination of research on SCM related issues. Report writing. Presentation and facilitation skills. Provision of strategic management and leadership. Ability to organize, provide project management, conflict management and strategic management. Ability to adapt during changes to meet the goals, change/diversity management. Negotiation, people management, computer literacy and good communication (written and verbal) skills. Self-driven and motivated with the ability to work irregular hours and under pressure where necessary.
<u>DUTIES</u>	:	Ensure the establishment of uniform SCM policy Norms and Standards. Establishment of SCM governance compliance monitoring and evaluation in provincial department and public entities. Ensure co-ordination of the provincial inputs and engagement with National Treasury. Ensure the promotion of SCM Stakeholder relations as well as implementation of strategic sourcing and procurement. Manage the modernization of SCM ICT. Manage the identification and implementation of strategic sourcing areas.
<u>ENQUIRIES</u>	:	Mr. NI Kunene Tel No: (018) 388 4441
<u>POST 33/276</u>	:	<u>DIRECTOR: PROVINCIAL RISK MANAGEMENT REF NO: NWFIN/2024/03</u> Programme: Financial Governance Sub-Programme: Risk Management Directorate: Provincial Risk Management
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum, a Bachelor's degree or Advanced Diploma in Risk Management / Internal Auditing or equivalent NQF 7 qualification. Ten (10) years' relevant experience in Risk Management in the public sector of which five (5) years must be on middle management. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as it will be expected to travel. Good understanding and knowledge of the Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related risk management prescripts. Good strategic capability and leadership. Good financial management skills. Good people management skills, empowerment, problem-solving and change management intervention skills. Client orientated and customer focused. Good verbal and written

- communication. Conflict management, accountability and good ethical conduct. Knowledge of development of guidelines and standards at different management levels. Computer literacy with a working knowledge of computer spreadsheets, word processors and presentations.
- DUTIES** : Provide support to Provincial Departments, North West Provincial Legislature and Public Entities by: monitoring and assessing the implementation of effective risk management in line with relevant prescripts; assisting in the development of risk management policies, strategies and procedures and their implementation and maintenance; building of risk management capacity; prescribing relevant norms and standards and monitoring implementation.
- ENQUIRIES** : Mr. Geo Paul Tel No: (018) 388 3039
- POST 33/277** : **DIRECTOR: TRANSVERSAL ACCOUNTING REF NO: NWFIN/2024/04**
 Programme: Financial Governance
 Sub-Programme: Transversal Accounting
 Directorate: Transversal Accounting
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum, a Bachelor's Degree or Advanced Diploma in Accounting or equivalent NQF 7 qualification. Chartered Accountancy or completed articles will be an added advantage. Ten (10) years' relevant experience in accounting and reporting in the public sector of which five (5) years must be on middle management. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license is a necessity. Strong financial management and analytical skills. Good understanding and knowledge and advisory skills of Modified Cash Standard (MCS) in Public Service and GRAP standards. Ability to prepare and interpret financial statements. Good understanding and knowledge of the PFMA, Treasury Regulations and other related risk management prescripts. Good strategic capability and leadership. Good people management skills, empowerment, problem-solving and change management intervention skills. Client orientated and customer focused. Good verbal and written communication. Conflict management, accountability and good ethical conduct. Knowledge of development of guidelines and standards at different management levels. Computer literacy with a working knowledge of computer spreadsheets, word processors and presentations. Ability to solve complex issues. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.
- DUTIES** : Manage the development and implementation of systems and processes to improve sound financial management and audit outcome of the Departments, Entities and Provincial Revenue Fund. Review and report on the quality of Interim (IFS) and Annual Financial Statements (AFS) of Provincial Departments and Entities. Provide audit support and participate in audit steering committee for Departments and Entities and make presentations to Audit committee. Preparation of Financial Statements for Tribal and Trust Account, Provincial Revenue Fund and Consolidated Financial Statements for the Provincial Departments and Entities. Development of Provincial standard operating procedures and ensure implementation and adherence by all Provincial Departments. Implement National Treasury prescripts and approved accounting standards. Facilitate Provincial SARS forums and resolve all tax related matters. Prepare and present at various workshops in the Directorate and in the Department and any other forums as well as facilitating at CFO forums. Participate in the Departmental management committee and all other activities. Liaise with banking institutions and other stakeholders in the province. Manage the accounting work of the Provincial Revenue Fund and Tribal and Trust Accounts. Manage the review and reporting on the quality of Interim (IFS) and Annual Financial Statements (AFS) of Provincial Departments and Entities in line with modified cash standards and GRAP which includes the Provincial Revenue Fund. Manage the clearance of monthly suspense and inter-department accounts for provincial departments. Review the implementation of National Treasury prescripts and approved accounting standards. Prepare an audit file/s to support the Consolidated Annual Financial

		Statements, which includes the Provincial Revenue Fund. Liaise with external stakeholders. Manage the component. Provide administrative support and human resource management.
<u>ENQUIRIES</u>	:	Mr. Geo Paul Tel No: (018) 388 3039
<u>POST 33/278</u>	:	<u>DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT REF NO: NWFIN/2024/05</u>
		Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Directorate: Governance, Institutional Management & Kenneth Kaunda District
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a Bachelor's Degree or Advanced Diploma in Finance/ Financial Management/ Economics/ Accounting or equivalent NQF 7 qualification. Ten (10) years' relevant experience in public or private sector finance environments of which five (5) years must be on middle management. Experience in municipal finance environment will be an added advantage. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as it will be expected to travel. Ability to write reports, analyse financial statements, compile multi-year budgets, annual financial statements and cash flows. Computer literacy. Good communication skills (written and spoken). Interpersonal skills. Client orientation and customer focus. Willingness to be placed at any district in the province as directed by Provincial Treasury.
<u>DUTIES</u>	:	Reporting to the Chief Director, the incumbent will be responsible for: Analysing and providing advice on municipal budgets, revenue and expenditure management to inform appropriate corrective action by all stakeholders. Developing sustainable revenue enhancement strategies and turnaround plans for municipalities in financial distress. Establishing supply chain management best practices within municipalities. Facilitating the development and implementation of policies for effective asset management in municipalities. Providing guidelines and hands-on support to municipalities on key processes such as budgets, audit issues, and annual financial statement preparation, noting the reporting requirements and best practices on Local Government Finance. Reporting on Local Government performance to inform decision making by all relevant stakeholders. Coordinate reporting on MFMA compliance by municipalities. Support institutional development and capacity building programmes. Coordinate, monitor and report on municipal governance and implementation. Report on municipal performance. Provincial reporting on grants. Prepare reports for National and Provincial Departments as well as Legislature. Management of functions related to effective and efficient operations of the Directorate including quarterly reporting of the Annual Performance Targets.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/279</u>	:	<u>DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT REF NO: NWFIN/2024/06 (X2 POSTS)</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
<u>CENTRE</u>	:	Mmabatho (Dr. RSM) (X1 Post) Rustenburg (Bojanala) (X1 Post)
<u>REQUIREMENTS</u>	:	As a minimum a Bachelor's degree or Advanced Diploma in Finance/ Financial Management/ Economics/ Accounting or equivalent NQF 7 qualification. Ten (10) years' relevant experience in public or private sector finance environments of which five (5) years must be on middle management. Experience in municipal finance environment will be an added advantage. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as it will be expected to travel. Ability to write reports, analyse financial statements, compile multi-year budgets, annual financial statements and cash flows. Computer literacy. Good communication skills (written and spoken). Interpersonal skills. Client orientation and customer focus. Willingness to be placed at any district in the province as directed by Provincial Treasury.

DUTIES : Reporting to the Chief Director, the incumbent will be responsible for: Analysing and providing advice on municipal budgets, revenue and expenditure management to inform appropriate corrective action by all stakeholders. Developing sustainable revenue enhancement strategies and turnaround plans for municipalities in financial distress. Establishing supply chain management best practices within municipalities. Facilitating the development and implementation of policies for effective asset management in municipalities. Providing guidelines and hands-on support to municipalities on key processes such as budgets, audit issues, and annual financial statement preparation, noting the reporting requirements and best practices on Local Government Finance. Report on Local Government performance to inform decision making by all relevant stakeholders.

ENQUIRIES : Ms. Linda Nengovhela Tel: (018) 388 2142

POST 33/280 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWFIN/2024/07**
Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Departmental Supply Chain Management

SALARY : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package) (on the salary scale:)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a Bachelor's Degree or Advanced Diploma in in SCM/ Logistics Management/ Advance Procurement Management or equivalent NQF 7 qualification. Ten (10) years' relevant experience in supply chain management of which five (5) years must be on middle management. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as it will be expected to travel. Thorough knowledge on Supply Chain Management, PPPFA, PFMA, Treasury Regulations, practice notes and prescripts, GIAMA, Broad Based Black Economic Empowerment, Cooperatives/SMME development, supplier trends and commodities analysis. Knowledge of financial systems used in the Department for procurement. Ability to conduct financial analysis. Bidding process, procurement planning and demand management. Credit management. Good interpersonal relations and the ability to work effectively with officials across all levels within and outside the Department. Good planning, decision making and problem-solving skills. Must be computer literate, have good communication and numeracy skills. Project Management, presentation skills, ability to work under pressure and the knowledge of supplier performance evaluation. Negotiation and excellent communication skills (Verbal and written), willingness to travel, work under pressure. Must be knowledgeable about Policy Development and Policy Compliance Monitoring. Ability to find workable solutions while dealing with multiple constituents and conflicting objectives. Facilitate continuous improvement and Programme and Project Management.

DUTIES : Provide advice on policy and regulatory matters of Supply Chain Management. Manage and implement Supply Chain Management policies and system in the department. Ensure effective demand and acquisition and logistics service provision in the department, Ensure effective and efficient management of transport within the department. Ensure effective and efficient contract management within the department. To provide proper Assets Management and processes in line with the Assets Management Policy. To take effective and appropriate steps to prevent unauthorised, irregular and fruitless and wasteful expenditure. Prepare procurement delegations, process charts and manage the payment of suppliers within 30 days. Ensure that effective and efficient sourcing strategies are developed and promote the development and utilization of BEE companies. Manage acquisitions in order to minimize related risks. Administer and manage service provider contracts and service level agreements by developing SLA's and monitor contracts outcomes and supplier performance. Ensure that the department meets financial performance expectations and complies with all relevant legislation, including PFMA, PPPFA, BEE, BBBEE, Treasury regulations and instructions.

ENQUIRIES : Ms. AB Hassim Tel No: (018) 388 2834

<u>POST 33/281</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: NWFIN/2024/08</u> Programme: Administration Sub-Programme: Corporate Services Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package) (on the salary scale:)
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho As a minimum a Bachelor's Degree or Advanced Diploma in HRM/ Public Administration and Management/ Social Sciences or equivalent NQF 7 qualification. Ten (10) years' relevant experience in Human Resources Management and Development (HRM & D), of which five (5) years must be on middle management. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as part of the job functions requires travelling. Thorough knowledge and understanding of all Acts, Regulations, Prescripts and Directives governing the HRM & D environment. Knowledge and understanding of Persal. Ability to conduct analysis on various HR functions. Good interpersonal relations and the ability to work effectively with officials across all levels within and outside the Department. Good planning, decision making and problem-solving skills. Must be computer literate, have good communication and numeracy skills. Project Management, presentation skills and ability to work under pressure. Negotiation and excellent communication skills (Verbal and written), willingness to travel. Must be knowledgeable about Policy Development, Compliance and Monitoring. Ability to find workable solutions while dealing with multiple constituents and conflicting objectives. Facilitate continuous improvement and Programme and Project Management.
<u>DUTIES</u>	:	Manage the provision and utilization of personnel. Manage the administration of conditions of service and remunerative matters. Manage the implementation and provision of HRMIS. Manage Employee Health and Wellness programmes through the monitoring of quality of worklife within the Department and monitoring the implementation of occupational health and safety programmes in the Department. Manage the promotion of optimal development of employees in the Department, through ensuring the training and development of employees. Ensure the management of internships and learnerships. Manage the provision of effective labour relations services.
<u>ENQUIRIES</u>	:	Ms. M.J. Jansen Tel No: (018) 388 3419/ 4849
<u>POST 33/282</u>	:	<u>DIRECTOR: SCM POLICIES, M&E AND CAPACITY BUILDING REF NO: NWFIN/2024/09</u> Programme: Asset and Liability Management Sub Programme: Support and Interlinked (Prov. SCM) Directorate: SCM Policies, M&E and Capacity Building
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho As a minimum a B Degree or Advanced Diploma in SCM/ Finance/ Commerce/ Logistics or LLB, or equivalent NQF 7 qualifications. A minimum of 10 (ten) years practical experience in a Public Sector SCM management environment. A minimum of 5 (five) years should be middle management experience within the SCM environment. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Substantial knowledge of relevant prescripts and regulatory/legislative framework governing Supply Chain Management and the Public Service including the Constitution of the Republic of South Africa, 1996, Public Finance Management Act (PFMA) and related regulations, Preferential Procurement Policy Framework Policy (PPPFA) Act and its regulations and/ or Public Procurement Act Public Service Act and its regulations, Broad Based Black Economic Empowerment Act (BBBEE) Act and its Codes of Good Practice and Charters, National Treasury instructions/ Practice Notes/ Circulars and guidelines, Construction Industry Development Board (CIDB) Prescripts, Public Service Act and its regulations including various Bargaining Council Resolutions. Strategic managerial functions, including need analysis, planning and organizing, compilation of reports. Effective understanding of Supply Chain Management related risk management methodologies and

strategies. Ability to co-ordinate the development, interpretation and application of policy and legislative positions and reforms. Analytical and innovative thinking. Research skills. Effective report writing, presentation and facilitation skills. Project management, conflict management skills. Adaptability during changes to meet the goals, change/ diversity management. Self-driven and motivated. Computer literacy and good communication (written and verbal) skills.

- DUTIES** : Co-ordinate the development and/ or review the provincial SCM Policies, norms and standards. Coordination of provincial inputs and engagement with National Treasury. Management the monitoring and evaluation efforts in provincial institutions. Ensure provision of capacity building/ training on strategic Supply Chain Management related areas in the province. Ensure the provision of Supply Chain Management advisories and support provincial institutions. Manage the establishment of general Supply Chain Management Governance, Compliance.
- ENQUIRIES** : Adv. T Sekoboane Tel No: (018) 388 1852

OTHER POSTS

- POST 33/283** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) (OSD POST) REF NO: NWFIN/2024/23**
 Programme: Administration
 Sub-Programme: Corporate Services
 Directorate: Legal Services

- SALARY** : R884 268 per annum, all-inclusive. Salary will be determined in accordance with Occupational Specific Dispensation (OSD).

- CENTRE** : Mmabatho

- REQUIREMENTS** : As a minimum an LLB/ BJuris or equivalent 4-year Law degree (NQF 7). A post graduate qualification will be an added advantage. Admitted as an Attorney or Advocate. At least eight (8) years' experience in civil litigation, legislative drafting, drafting of legal opinions, contracts, documents, and briefing of counsel in civil matters, four (4) years must be on junior management level. Valid Code 08 drivers' license is a necessity. Knowledge of the Constitution of South Africa, PFMA, Treasury Regulations, MFMA, Labour Relations, PAIA, PAJA, Public Service Act and its Regulations as well as other legislation regulation Government. Computer Literacy, Supervisory and Leadership Skills. Good interpersonal relations. Written and Verbal Communication skills and Research Skills. Project Management and report writing skills. Good conflict resolution and mediation skills. Computer literacy. Ability to work under pressure.

- DUTIES** : Provide legal advice to the Executive Authority and line management on a variety of issues. Manage Litigation of the Department. Draft contracts and service level agreements entered into by/with the Department. Provide legal opinions on matters affecting the Department. Liaise with the Premier's Office, Chief State Law Adviser, State Attorney's office and other legal firms regarding legal issues.

- ENQUIRIES** : Ms. Annelize Lee Tel No: (018) 388 3354

- POST 33/284** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: NWFIN/2024/10**
 Programme: Sustainable Resource Management
 Sub-Programme: Budget Management
 Directorate: Budget Management

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

- CENTRE** : Mmabatho

- REQUIREMENTS** : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a Public Finance, Budgeting, Financial Management and Reporting environment of which three (3) years must be on a junior management level. A valid driver's license. Conversant with PFMA, Treasury Regulations and the Division of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with WALKER/BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Competency in compiling and evaluating financial reports. Report writing and Presentation skills.

DUTIES : Manage the planning and implementation of the provincial budgets. Analyze departmental and public entities budgets against strategic and annual performance plans for compliance with the laid down prescripts and advise the Manager accordingly with a view to ensuring firm linkages between budgeting, planning and service delivery. Compile, analyse and present the departmental budget databases, policy proposals and associated budgetary allocations over the MTEF. Evaluate the MTEF budget submissions of the departments for compliance with the laid down prescripts and advise the Manager accordingly. Analyse and finalize the departmental EPRE and AEPRE documents for tabling. Assist the manager with compilation, analysis and advising on the propriety of budget allocations to departments and attend to departmental budgetary queries raised. Attend and participate actively in financial and non-financial provincial and national sectoral meetings. Perform monthly and quarterly performance assessments of provincial departments and public entities' measurable information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Monitoring and reporting on all National Conditional Grants received and their corresponding expenditure. Improve the design of analytical instruments to analyse and assess the qualitative impact of service delivery on the applicable socio-economic variables in relation to budget, revenue and expenditure trends, strategies and service delivery indicators. Evaluate and investigate expenditure trends on a monthly basis and engage departments in bilateral on such expenditure reports. Draft operational plans for section and management of performance of subordinates. Perform generic management and administrative functions.

ENQUIRIES : Mr. N. Sidumo Tel No: (018) 388 2227

POST 33/285 : **DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NWFIN/2024/11**
 Programme: Sustainable Resource Management
 Sub-Programme: Macro Economic Analysis and Fiscal Policy
 Directorate: Fiscal Policy and Financial Asset Management
 Sub Directorate: Fiscal Policy

SALARY : R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Finance / Economics / Accounting or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a fiscal policy environment / revenue management environment of which three (3) years must be on a junior management level. A valid driver's license. Willingness to travel and work extra hours. Conversant with Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act, and any other related Finance Prescripts. Effective communication and writing skills. Strong in Quantitative and Analytical skills. Conversant with Basic Accounting System (BAS) and Vulindlela System. Computer literacy in Microsoft WORD, Excel, and PowerPoint. Report writing skills. Competency in evaluating written reports. Leadership abilities and conflict resolution skills. Confident in conducting workshops and strong presentation.

DUTIES : Coordinate the analysis of the revenue budget inputs from departments for inclusion in the Provincial Budget Statement. Critically analyse provincial revenue budgets and monthly revenue collection for inclusion in the In Year Monitoring (IYM) monthly reporting. Monitor the daily and monthly revenue collection in order to detect any possible variances and report accordingly. Prepare written reports on achievements and challenges relating to departmental revenue collection. Develop and monitor the implementation of Provincial Revenue Enhancement Strategy. Coordinate that departments review the tariff structures annually to maximize the provincial revenue envelope. Ensure that provincial revenue policies and procedures are revised annually. Confirm the overall monthly revenue deposits from department against the Provincial Revenue Fund Bank Statements and formulate interventions where the departments fail to execute deposits. Coordinate the Provincial Revenue Forum. Perform other administrative duties within the Directorate.

ENQUIRIES : Busisiwe Pule Tel No: (018) 388 3130

POST 33/286

INFRASTRUCTURE SPECIALIST REF NO: NWFIN/2024/12

Programme: Sustainable Resource Management
Sub-Programme: Public Finance Management
Directorate: Infrastructure Management

**SALARY
CENTRE
REQUIREMENTS**

R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
Mmabatho
As a minimum a National Diploma or Advance Certificate in Built Environment in Civil Engineering/Quantity Surveying/Construction Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in the Built Environment/ infrastructure environment of which three (3) years must be on a junior management level in the supervision and monitoring of infrastructure projects/programmes. Professional registration with Engineering Council of South Africa (ECSA), South African Council for the Quantity Surveying Profession (SACQSP), South African Council for the Project and Construction Management Professions (SACPCMP) or Project Management Institute (PMI) will be an added advantage. A valid driver's license. Willingness to travel and work extra hours. Sound knowledge of forms of contracts in the construction industry in South Africa including but not limited to, General Conditions of Contract for Construction Works (GCC), Joint Building Contracts Committee (JBCC), New Engineering Contract (NEC), etc. Strong knowledge of government infrastructure legislation and policies, budgeting processes, and regulatory frameworks. Knowledge of the Infrastructure Delivery Management System (IDMS) and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Knowledge of infrastructure procurement and associated processes. Experience in labour-intensive construction and management of expanded public works programmes (EPWP). Excellent knowledge and understanding of building materials/tools available in the built environment sector. An understanding of the relevant regulatory processes applicable to the Built Environment sector. A high level of project and financial management experience and expertise. Experience in managing large-scale infrastructure projects within the public sector. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations. Knowledge of financial management and project management. Good interpersonal, organizing, planning and analytical skills. Excellent analytical, conceptual abilities, and report writing skills; excellent communication skills both verbal and written. Computer literacy and experience in the application of software tools including Word, PowerPoint, and Excel.

DUTIES

Assist and manage the contribution of infrastructure funding framework, long-term planning and expenditure in sector departments and provincial public entities. Support and assist departments with the compilation of infrastructure plans. Assess and provide feedback and corrective measures for departmental User Asset Management Plans (U-AMPs) to endorse value for money, financial credibility and compliance. Ensure that there is an adequately assessed response for Provincial Custodian Asset Management Plans (C-AMP) as indicated in the U-AMPs. Ensure that the Infrastructure Programme Management Plan (IPMP) of departments determines feasibility, integrated planning in sectors and across sections, optimization of value for money and adequate institutional capability. Support and assist departments on the Preliminary and Final Project list (Table B5) and budget. Conduct support workshops and working sessions to assist departments in populating Infrastructure Reporting Model (IRM) planning reports including capturing cash flow projections. Analyse and assess draft infrastructure MTEF database for provincial departments and public entities. Assess and manage the provincial infrastructure plans, budgets and provide feedback to provincial departments. Ensure compliance with the Framework for Infrastructure Delivery and Procurement Management (FIDPM) and Infrastructure Delivery Management System (IDMS). Facilitate the provision of training and support to departments on the use of the web-based Infrastructure Reporting Model. Ensure that committed budgets and expenditures are correctly captured for departments. Ensure alignment and correctness of data between In-Year-Monitoring (IYM), Infrastructure Reporting Model (IRM) and Basic Accounting Systems (BAS)/Vulindlela. Review monthly expenditures and conduct physical progress through site visit inspections and writing site visit reports. Prepare monthly reports for submission to the Provincial and National Treasury based on the

		sector departments' infrastructure performance. Provide inputs on identified gaps in the IRM. Attend sector departments' Infrastructure focus groups and make inputs. Provide technical support to departments and public entities.
<u>ENQUIRIES</u>	:	Mr. L Leeu Tel No: (018) 388 3500
<u>POST 33/287</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL BUDGET MANAGEMENT REF NO: NWFIN/2024/13 (X2 POSTS)</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Ngaka Modiri Molema District and Dr RSM District
<u>SALARY CENTRE</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
	:	Mmabatho
	:	Ngaka Modiri Molema District (X1 Post)
	:	Dr RSM District (X1 Post)
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Public Finance/Accounting/ Business Economics or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a budgeting or financial management environment of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of economics, budgeting and financial analysis, Municipal Finance Management Act (MFMA), Municipal Budgets and Reporting Regulations, Treasury Regulations, MFMA Circulars & Municipal Property Rates Act.
<u>DUTIES</u>	:	Analyse and assess municipal medium-term revenue and expenditure (MTREF) budgets (draft/final/adjustment budgets) in line with relevant legislation and policies to ensure compliance, credible and funded municipal budgets. Monitor and evaluate monthly outcomes of municipal budgets to enhance financial management. Monitor and evaluate mid-year budget and performance assessment reports. Monitor the municipal MTREF budget processes to ensure adherence to tabled budget timelines. Monitor municipal standard charts of accounts (MSCOA) compliance. Report on grants and prepare reports for National and Provincial Departments as well as Legislature.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/288</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL INSTITUTIONAL MANAGEMENT REF NO: NWFIN/2024/14</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Dr Kenneth Kaunda District Management Sub Directorate: Municipal Institutional Management
<u>SALARY CENTRE</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate Public Administration / Public Finance/ Strategic Management/ Financial Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a local government finance environment or consulting of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of the Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Computer literate.
<u>DUTIES</u>	:	Coordinate MFMA related training, workshops and Intergovernmental relations fora. Support in building capacity in financial management in cooperation with other role players. Oversee skills development and internship/learnership.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/289</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTING AND REPORTING REF NO: NWFIN/2024/15</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Dr RSM District
<u>SALARY CENTRE</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
	:	Mmabatho

<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Accounting/Financial Accounting or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a local government finance environment or consulting of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of the Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Generally Recognised Accounting Principles (GRAP). Computer literate.
<u>DUTIES</u>	:	Promote adherence to GRAP standards. Monitor and report on the implementation of the Audit Action Plan by municipalities. Promotion of improved audit outcomes in municipalities. Provide technical support and capacity building to municipalities on financial management and accounting. Supporting the monitoring and compliance with the financial accounting reporting requirements.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/290</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ASSETS AND LIABILITIES REF NO: NWFIN/2024/16</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Dr RSM District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate Public Finance/Accounting/ Business Economics or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a local government finance environment or consulting of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of the Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Generally Recognised Accounting Principles (GRAP). Computer literate.
<u>DUTIES</u>	:	Guiding municipalities to implement effective internal controls to perform the necessary reconciliations for all sources of revenue to achieve completeness of revenue requirements. Assist municipalities in developing workable strategies and plans that will ensure measurable improvements in revenue performance and efficiencies in the revenue value chain management. Providing technical support and guidance to municipalities across the key elements of the revenue value chain, i.e. customer data and accounts, meter reading, billing, payments and collections, credit control and debt collection, indigent management, customer care, etc. Undertake independent valuation roll to municipal billing system reconciliations and cost reflective tariff calculations (using the respective National Treasury tools) and ensure / facilitate integration thereof as part of the assessment of whether budgets are annually funded. Monitor compliance with National Treasury tariff calculation and valuation roll reconciliation timeframes and submission requirements, etc.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/291</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL SCM REF NO: NWFIN/2024/17 (X3 POSTS)</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Ngaka Modiri Molema District; Dr RSM District and Bojanala District
<u>SALARY CENTRE</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package Mmabatho and Rustenburg:
<u>REQUIREMENTS</u>	:	Ngaka Modiri Molema District (X1 Post) Dr RSM District (X1 Post) Bojanala District (X1 Post) As a minimum a National Diploma or Advance Certificate in Public Finance/Accounting/ Business Economics / Supply Chain Management/ Retail Business Management or equivalent NQF 6 qualification. A Degree or post

graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a supply chain management environment of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of the Municipal Finance Management Act (MFMA) and Circulars, Preferential Procurement Policy Framework and Regulations, Broad Based Black Economic Empowerment Act, Public Service Regulations, Supply Chain Management Regulations, etc. Computer literate.

DUTIES : Oversee the review of municipal supply chain management policies and report on compliance with regulations. Monitor, evaluate and ensure compliance with the Municipal Finance Management Act, supply chain management frameworks and guidelines, and accounting standards. Provide support and advice on supply chain management processes, policies and compliance with regulations. Review and report on contract management, irregular expenditure, and functionality of supply chain management committees. Support, review and monitor supply chain management procurement plans. Monitor and review reports on functionality and quality supply chain management systems and processes. Review and provide advice and guidance on the structuring and functionality of supply chain management committees. Implement supply chain management reforms and perform an oversight function within the delegated municipalities. Set complimentary standards within the parameters as set by the National / Provincial Treasury and the relevant supply chain management frameworks. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to supply chain management within the delegated municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management.

ENQUIRIES : Ms. Linda Nengovhela Tel No: (018) 388 2142

POST 33/292 : **DEPUTY DIRECTOR: NON-GOVERNMENT ACCOUNTS REF NO: NWFIN/2024/18**

Programme: Financial Governance
 Sub-Programme: Provincial Accounting Services
 Directorate: Transversal Accounting and Support
 Sub Directorate: Transversal Accounting and Support (NGA)

SALARY CENTRE REQUIREMENTS : R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Commerce (Accounting and Auditing) NQF 6 qualification. A Degree or post graduate qualification on NQF 7 and completed Articles will be an added advantage. A minimum of six (6) years relevant experience in Public Finance and administration environment of which three (3) years must be on a junior management level. A valid driver's license is a necessity. Knowledge of PFMA, WALKER, BAS, SCOA, Modified Cash Standards and GRAP. Ability to prepare, review and interpret Annual financial statements. Report Writing skills. Strategic capability and leadership skills. Programme and project management skills. Strong financial management and analytical skills. Problem-solving and conflict and change management. Client orientation and customer focus. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.

DUTIES : Administer the Non – Governmental Tribal and Trust Accounts in the North West Province by providing financial information on the Non – Governmental Accounts to the relevant authorities as well as Traditional Leaders. Administer the Non – Governmental cash books and bank reconciliations. Be responsible for activities in the Non – Governmental Electronic Financial System (Walker). Manage Non – Governmental Investments. Reconcile Tribal Council Cash Books with the Department of Finance Cash Book. Develop or improve and ensure completion of the Monthly Checklist for the Non – Governmental Tribal and Trust Accounts. Manage the development and implementation of systems and processes to improve sound financial management of Traditional Councils and provide audit support. Develop Provincial standard operating procedures and ensure implementation of the Traditional Khoisan Leadership Act as well as other guidelines/frameworks. Manage the review and reporting on the quality of Interim (IFS) and Annual Financial Statements (AFS). Review and

interpret the implementation of National Treasury prescripts and approved accounting standards. Conduct research and issue guidelines and best practices on the implementation of accounting policies and procedures applicable to Traditional Councils. Develop training material and conduct training sessions on the interpretation and application of accounting standards to be used by Traditional Councils. Provide administrative support and human resource management and assist with the development of provincial policies and procedures to comply with minimum requirements.

ENQUIRIES : Ms. Harriet Kasirivu Tel No: (018) 388 1082

POST 33/293 : **DEPUTY DIRECTOR: IT AUDITS REF NO: NWFIN/2024/19**

Programme: Financial Governance
Sub-Programme: Provincial Internal Audit
Directorate: Internal Audit Support
Sub Directorate: IT audits

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

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma, or Degree in auditing (external, internal or IT auditing). A post graduate qualification in IT audit on NQF 7 or a CISA will be an added advantage. A minimum of six (6) years relevant experience in audit with a minimum of (3) years exposure to IT audit of which three (3) years must be on a junior management level. A valid driver's license is a must. Must be knowledgeable in performing IT audits which includes IT Governance, IT general and application control reviews, IT risk management, cybersecurity control and ICT service continuity/disaster recovery audits. Must have a good practical understanding of the International Professional Practices Framework for Internal Auditors, DPSA's CGICT framework, IT control frameworks (COBIT, ITIL etc), Treasury regulations and public service regulations. Able to execute CAATs on transactional data.

DUTIES : Prepare a risk-based internal audit plan for IT audits covering 11 Departments. Manage IT audit team and ensure roll-out of approved Internal audit plan for IT audits. Manage audit projects from planning, execution and reporting phase including communication with all key stakeholders. Design of IT audit procedures based on assessment of IT risks and IT control environment. Ensure that quality is managed during planning, execution and reporting phases of the audit being performed through supervision and coaching. Attend key strategic meetings such as PGITOC meetings to provide and gain insights. Attend and present IT audit reports at audit committee meetings. Perform general administrative duties like monthly reporting on progress of projects, ensure timesheets are captured, performance reviews of IT audit team members. Report to Director of Internal audit support.

ENQUIRIES : Mr. Razvan Hartopanu Tel No: (018) 388 4755

POST 33/294 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: NWFIN/2024/20**

Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Supply Chain Management
Sub Directorate: Demand and Acquisition Management

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

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in SCM Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in Public Sector Supply Chain Management environment of which three (3) years must be on a junior management level. A valid driver's license. Knowledge and experience in the application of prescripts/ legislative frameworks that governs supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of the financial and Central Supplier Database (CSD) system. Strong planning,

management and co-ordination abilities. Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of strategic, operational demand and acquisition plans and projects. Attention to detail and deadline driven.

DUTIES : Develop, design, implement and manage demand and acquisition management, policies, processes and systems, as well as internal controls and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with policies and prescripts. Oversee the conducting of market research and needs analysis. Design, review and manage the implementation of strategic sourcing techniques. Coordination, compilation, management and reporting of procurement and demand management plans. Oversee secretariat duties and provide sound advice to Bid Specification, Bid Evaluation and Bid Adjudication committees and Management thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulation, PFMA, and Service Level Agreements. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts and guidelines. Ensure compliance with Central Supplier Database (CSD) requirements.

ENQUIRIES : Ms. AB Hassim Tel No: (018) 388 2834

POST 33/295 : **DEPUTY DIRECTOR: LOGISTICS REF NO: NWFIN/2024/21**
Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Supply Chain Management
Sub Directorate: Demand and Acquisition Management

SALARY CENTRE REQUIREMENTS : R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in SCM Management/Logistics or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in Supply Chain Management Logistics Management of which three (3) years must be on a junior management level. A valid driver's license. Knowledge and experience in the application of prescripts/ legislative frameworks that governs supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Excellent verbal communication and report-writing skills. Analytical skills. Computer literacy in Microsoft Word, Excel, PowerPoint. Knowledge of Financial Systems. Skill in the evaluation of written reports. Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of strategic, operational logistics plans and projects. Attention to detail and deadline driven.

DUTIES : Design and develop logistics policies and procedures. Manage and implement logistics management support. Ensure timeous processing of requisitions for goods and services. Placement of orders for goods and services. Ensure timeous payment of invoices. Prepare and submit management reports. Manage and ensure compliance with specifications related to all approved orders. Manage and implement compliance with supply chain management processes. Manage and monitor vendor/supplier performance. Identify processes deficiencies, as well as develop and implement improvement plans. Overall resource management (financial, human and assets). Give effect to strategic and operational plans of the Sub-directorate.

ENQUIRIES : Ms. AB Hassim Tel No: (018) 388 2834

POST 33/296 : **DEPUTY DIRECTOR SECURITY SERVICES REF NO: NWFIN/2024/22**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Information Management
Sub Directorate: Security Services

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

- REQUIREMENTS** : As a minimum a Degree/National Diploma in Security Management/Public Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. Intelligence Security Management Course will be an added advantage. A minimum of six (6) years relevant experience in Security Management environment of which three (3) years must be on a junior management level. A valid driver's license. Sound and in-depth knowledge of relevant government procedures, policies and prescripts. Knowledge of the legislative framework governing the public service such as Minimum-Security Standards (MISS), Promotion of Access of Information Act, PAIA, Electronic Communication and Transaction Act, PFMA. Ability to develop and implement policies. Planning, problem solving skills, Information and Project Management skills. Computer literacy.
- DUTIES** : Management of total security functions in the department. Develop and implement security management policies, systems, standard operating procedures. Manage physical security. Manage personnel suitability checks, screening and vetting of all staff and service providers to the Department. Ensure establishment and monitoring of security committee/s. Develop and implement security workshops/awareness for staff. Develop and monitor implementation of key control. Administer and monitor the implementation of security measures.
- ENQUIRIES** : Ms. K. Gill Tel No: (018) 388 3584
- POST 33/297** : **DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION REF NO: NWFIN/2024/24**
 Programme: Administration
 Sub Programme: Corporate Services
 Directorate: Strategic Management
 Sub-Directorate: Planning, Monitoring and Evaluation
- SALARY** : R849 702 - R1 000 908 per annum, (all-inclusive salary package), (on the salary scale)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a National Diploma or Advance Certificate in Public Administration/ Public Management or equivalent NQF 6 qualifications. Six (6) years relevant experience in strategic planning, monitoring and evaluation of which (3) years should be on junior management level. Valid Code 08 drivers' license is a necessity. A thorough understanding of planning, policy and administrative processes of Government. Especially government planning and Monitoring and Evaluation frameworks. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.
- DUTIES** : Co-ordinate integrated planning and reporting in the department; To ensure the development and implementation of policies in relation to strategic planning, monitoring and evaluation; Ensure the compilation of the Annual Performance Plan, Strategic Plan of the department in line with National Treasury guidelines and frameworks; Co-ordinate monitoring and evaluation in the department; Undertake regular analysis of departmental performance data and formulate recommendations to address the weaknesses. Compile departmental performance assessments reports and communicate the results of the findings to the relevant stakeholders; Ensure compliance with all public sector planning, monitoring and evaluation prescripts; To ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of sub-ordinates; To perform any other duties that might be expected from time to time and supervise and assess performance of sub-ordinates.
- ENQUIRIES** : Mr G. Lethogile Tel No: (018) 388 4999

POST 33/298 : **DEPUTY DIRECTOR: ENTERPRISE RISK AND INTEGRITY MANAGEMENT**
REF NO: NWFIN/2024/25
Programme: Administration
Sub Programme: Management Support
Directorate: Enterprise Risk and Integrity Management

SALARY : R849 702 - R1 000 908 per annum, (all-inclusive salary package), (on the salary scale)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Risk Management/ Accounting/ Auditing or equivalent NQF 6 qualifications. Six (6) years relevant experience in a risk/ integrity management environment of which (3) years should be on junior management level. Valid Code 08 drivers' license is a necessity. Knowledge of Public Finance and Management Act (PFMA) and Treasury Regulations, Public Sector Risk Management Framework, Public Service Anti-Corruption Strategy, Public Service Act and Public Service Regulations. Computer literacy – MS. Word, Excel and PowerPoint. Extensive knowledge of the risk and integrity management prescripts and policies. Working knowledge of the functioning of National/ Provincial and Local Government. Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Creativity & innovation. Ability to work independently and in a team. Sound Report writing. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Applied strategic thinking and decision making.

DUTIES : Develop, implement, maintain and communicate the Risk Management Policy, Risk Management Strategy and Risk Management Implementation Plan, Fraud Prevention Strategy, Fraud Implementation Plan and Whistleblowing policy. Develop systems & processes for the continued improvements of the Department's risk management culture and philosophy. Ensure compliance with risk management requirements contained in legislation, frameworks, instruction notes and best practice. Ensure integration of risk management with all management activities. Ensure timeous development of risk registers and oversee roll-out of awareness programs on risk management, fraud prevention, whistle-blowing and internal controls. Ensure development and implementation of internal control systems in the Department and test the effectiveness thereof. Report findings, progress and recommendations to relevant stakeholders, including but not limited to: HOD, Senior Management, Risk Management Committee and Audit Committee. Develop and implement action plans to address the findings of assurance providers. Promote the implementation of the Public Service Code of Conduct. Management of Financial disclosure including analysis of results. Management of applications for remunerative work outside the public service, gifts, and ethics in the Department. Facilitate the ethics survey and prepare reports accordingly. Advice senior managers and other staff on ethics matters. Perform secretariat functions for the ethics committee. Develop and implement a continuous ethics awareness program for the Department. Facilitate the development of relevant policies and procedure manual on ethics management. Supervise and assess performance of subordinates, manage the financial resources of the sub-directorate, and perform any related management and administrative duties that may be required from time to time.

ENQUIRIES : Ms M Jansen Tel No: (018) 388 3419

POST 33/299 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO:**
NWFIN/2024/26
Programme: Sustainable Resource Management
Sub-Programme: Budget Management
Directorate: Budget Management

SALARY : R444 036 - R532 602 per annum

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a Public Finance, Budgeting, Financial Management and Reporting environment of which two (2) years must be on a junior management level. A valid driver's

<u>DUTIES</u>	:	license. Conversant with PFMA, Treasury Regulations and the Division of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with WALKER/BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Competency in compiling and evaluating financial reports. Report writing and Presentation skills.
	:	Analyze departmental and public entities budgets against strategic and annual performance plans for compliance with the laid down prescripts and advise the Manager accordingly in view of ensuring firm linkages between budgeting, planning and service delivery. Monitor the planning and implementation of the provincial budgets. Compile and analyse the departmental budget databases, policy proposals and associated budgetary allocations over the MTEF. Analyse and compile the departmental EPRE and AEPRE documents for tabling. Assist the Deputy manager with compilation, analysis and advising on the proprietary of budget allocations to departments and attend to departmental budgetary queries raised. Participate actively in financial and non-financial provincial and national sectoral meetings. Execute monthly and quarterly performance assessments of provincial departments and public entities' measurable information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Design analytical instruments to analyse and assess the qualitative impact of service delivery on the applicable socio-economic variables in relation to budget, revenue and expenditure trends, strategies and service delivery indicators. Evaluate and investigate expenditure trends on a monthly basis and engage departments in bilateral on such expenditure reports. Draft operational plans for section and management performance of subordinates. Perform generic management and administrative functions.
<u>ENQUIRIES</u>	:	Mr. N. Sidumo Tel No: (018) 388 2227
<u>POST 33/300</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: NWFIN/2024/27 (X2 POSTS)</u> Programme: Sustainable Resource Management Sub-Programme: Budget and Public Finance Management Directorate: Public Finance & Data Management Sub Directorate: Public Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09)
	:	Mmabatho
	:	As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a public finance, budgeting, financial management and reporting environment of which two (2) years must be on a junior management level. A valid driver's license. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Competency in evaluating written reports. Report writing skills.
<u>DUTIES</u>	:	Monthly and quarterly analysis and monitoring of the provincial departmental expenditure against their approved Budget, Strategic and Annual Performance Plan. Compile monthly & quarterly performance reports on financial & non-financial data of provincial departments. Consolidate monthly in-year monitoring reports on expenditure of provincial departments. Compile the monthly and quarterly Compensation of Employees performance information. Liaise with National and Provincial Departments on required expenditure and statistical data. Receive and check the departmental in-year monitoring submissions to ensure they are numerically accurate as per Financial Systems, Budget Statements, DoRA, etc. Validate Section (32) & (40) information for submissions and publications. Participate actively in financial and non-financial provincial sectoral meetings. Perform generic administrative functions.
<u>ENQUIRIES</u>	:	Ms B Moalosi Tel No: (018) 388 3999

<u>POST 33/301</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC FINANCE (CONDITIONAL GRANTS) REF NO: NWFIN/2024/28</u> Programme: Sustainable Resource Management Sub-Programme: Budget and Public Finance Management Directorate: Public Finance & Data Management Sub Directorate: Public Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum Mmabatho As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a public finance, budgeting, financial management and reporting environment of which two (2) years must be on a junior management level. A valid driver's license. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Competency in evaluating written reports. Report writing skills.
<u>DUTIES</u>	:	Monthly and quarterly analysis and monitoring of the provincial departmental expenditure against their approved Budget, Strategic and Annual Performance Plan. Compile monthly & quarterly performance reports on financial & non-financial data of provincial departments. Consolidate monthly in-year monitoring reports on expenditure of provincial departments. Compile the monthly and quarterly Compensation of Employees performance information. Liaise with National and Provincial Departments on required expenditure and statistical data. Receive and check the departmental in-year monitoring submissions to ensure they are numerically accurate as per Financial Systems, Budget Statements, DoRA, etc. Validate Section (32) & (40) information for submissions and publications. Participate actively in financial and non-financial provincial sectoral meetings. Perform generic administrative functions.
<u>ENQUIRIES</u>	:	Ms B Moalosi Tel No: (018) 388 3999
<u>POST 33/302</u>	:	<u>ASSISTANT DIRECTOR ACCOUNTING AND REPORTING REF NO: NWFIN/2024/29</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Dr Kenneth Kaunda District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Mmabatho As a minimum a National Diploma or Advance Certificate in Accounting/Financial Accounting or equivalent NQF 6 qualifications. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in local government finance environment or consulting. A valid driver's license. Knowledge of the Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Generally Recognised Accounting Principles (GRAP). Computer literate.
<u>DUTIES</u>	:	Promote adherence to GRAP standards. Monitor and report on the implementation of the Audit Action Plan by municipalities. Promotion of improved audit outcomes in municipalities. Provide technical support and capacity building to municipalities on financial management and accounting. Supporting the monitoring and compliance with the financial accounting reporting requirements.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/303</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING & REPORTING REF NO: NWFIN/2024/30</u> Programme: Financial Governance Sub-Programme: Provincial Accounting Services Directorate: Transversal Accounting Sub Directorate: Accounting And Reporting
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Mmabatho
	:	As a minimum a National Diploma or Advance Certificate in Commerce (Accounting and Auditing) NQF 6 qualification. A Degree or post graduate qualification on NQF 7 and completed Articles will be an added advantage. A minimum of four (4) years relevant experience in a Public Finance and administration environment of which two (2) years must be on a junior management level. A valid driver's license is a necessity. Sound Knowledge of PERSAL, BAS and Walker systems is important to this position. Knowledge and understanding of SCOA, PFMA, DORA and Treasury Regulations is crucial. Sound application and interpretation of standards of Modified Cash Standards (MCS) and GRAP /IFRS is crucial to this position. Strong financial management and analytical skills, Problem-solving, conflict and change management. Client orientation and customer focus. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.
<u>DUTIES</u>	:	Develop and implement systems and processes to improve sound financial management and audit outcomes of the Departments and Provincial Revenue Fund. Interpret National Treasury prescripts and approved accounting standards to provide guidance and support to Departments and Revenue Fund. Review and report on the quality of Interim (IFS) and Annual Financial Statements (AFS) of Provincial Departments and Entities. Prepare Annual Financial Statements of the Provincial Revenue Fund and Provincial Consolidation. Prepare and present at various workshops. Provide technical assistance in terms of accounting training with regards to best practices. Develop training material where necessary and conduct training sessions on the interpretation and application of accounting standards to be used by Departments and Entities. Provide administrative support and human resource management and assist with the development of provincial policies and procedures to comply with minimum requirements.
<u>ENQUIRIES</u>	:	Ms. Harriet Kasirivu Tel No: (018) 388 1082
<u>POST 33/304</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING COMPLIANCE REF NO: NWFIN/2024/31</u> Programme: Financial Governance Sub-Programme: Provincial Accounting Services Directorate: Transversal Accounting Sub Directorate: Accounting Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09)
	:	Mmabatho
	:	As a minimum a National Diploma or Advance Certificate in Commerce (Accounting and Auditing) NQF 6 qualification. A Degree or post graduate qualification on NQF 7 and completed Articles will be an added advantage. A minimum of four (4) years relevant experience in a Public Finance and administration environment of which two (2) years must be on a junior management level. A valid driver's license is a necessity. Sound Knowledge, application and understanding of PERSAL, BAS and Walker systems, SCOA, PFMA, Treasury Regulations, Skills Development Act and Income Tax Act are crucial for this position. Sound working knowledge of the PAYE Reconciliation process and ability to solve complex tax matters is crucial. Problem-solving, conflict and change management. Client orientation and customer focus. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.
<u>DUTIES</u>	:	Monitor the implementation of systems and processes to ensure integrity of financial data. Interpret the implementation of National Treasury prescripts, PERSAL and approved accounting standards relating to PAYE and other tax matters. Review and report on the quality of Interim (IFS) and Annual Financial Statements (AFS) for Provincial departments and Entities. Provide support to Departments on all tax-related matters and queries from SARS and PERSAL to resolve problems. Prepare presentations for workshops between SARS and Departments and participate in the Provincial PERSAL forums. Review, assess and report on National Treasury compliance with accounting related legislative

requirements. Monitor the provision of all financial information and report on all operational aspects of PMG bank accounts. Develop training material and conduct training sessions on the interpretation and application of accounting standards to be used by Departments and Entities. Provide administrative support and human resource management and assist with the development of provincial policies and procedures to comply with minimum requirements.

ENQUIRIES

: Ms. Harriet Kasirivu Tel No: (018) 388 1082

POST 33/305

: **ASSISTANT DIRECTOR: NON-GOVERNMENT ACCOUNTS REF NO: NWFIN/2024/32**

Programme: Financial Governance
Sub-Programme: Provincial Accounting Services
Directorate: Transversal Accounting
Sub Directorate: Transversal Accounting & Support (NGA)

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 - R532 602 per annum (Level 09)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Commerce (Accounting and Auditing) NQF 6 qualification. A Degree or post graduate qualification on NQF 7 and completed Articles will be an added advantage. A minimum of four (4) years relevant experience in a Public Finance and administration environment of which two (2) years must be on a junior management level. A valid driver's license is a necessity. Sound Knowledge of BAS and Walker systems are crucial to this position. Knowledge and understanding of SCOA, PFMA and Treasury Regulations. Strong financial management and analytical skills. Problem-solving, conflict and change management. Client orientation and customer focus. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.

DUTIES

: Administering the Non-Governmental Traditional Councils Receipts and Payments. Administer the Non – Governmental cash books and bank reconciliations. Be responsible for activities in the Non – Governmental Electronic Financial System (Walker). Facilitate the development and Implementation of an Accounting Framework & Preparation of AFS and Audit files for Non-Governmental Tribal and Trust Accounts. Provide training to all Traditional Councils officials in all the districts in the province on accounting related matters and guidelines. Provide support to the Traditional Leadership Support Directorate. Monitor and implement Non-Governmental Investments. Monitor the Tribal & Trust Cashbooks and Bank Reconciliation. Develop or improve and ensure completion of the Monthly Checklist for the Non-Governmental Tribal and Trust Accounts. Prepare and present at various workshops in the Directorate. Provide administrative support and human resource management and assist with the development of provincial policies and procedures to comply with minimum requirements.

ENQUIRIES

: Ms. Harriet Kasirivu Tel No: (018) 388 1082

POST 33/306

: **ASSISTANT DIRECTOR: PERSAL TRAINING REF NO: NWFIN/2024/33**

Programme: Financial Governance
Sub-Programme: Accounting Services
Directorate: Financial Systems
Sub Directorate: Financial Systems Training

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 - R532 602 per annum (Level 09)
: Mmabatho
: As a minimum, a National Diploma or Advance Certificate in Human Resource Management / Information Systems / Public Administration or equivalent NQF Level 6 qualification. A qualification on NQF Level 7 will be an added advantage. A minimum of four (4) years relevant experience in a Training / Skills Development environment of which two (2) years must be at a supervisory level. A valid driver's license. Knowledge of Public Service Act, Skills Development Act, Public Service Regulations, Human Resource Development Policies, Treasury Regulations, Project Management, Diversity Management. Sound knowledge of the PERSAL System. Presentation Skills, People Management, Problem solving, Planning & Organising, Policy Analysis & Development, Communication, Report writing and Computer Literacy.

DUTIES : Facilitate the provision of PERSAL System Training. Monitor the administration of PERSAL System training to users in North West Provincial Departments. Develop and implement skills training strategies. Monitor that training facilities and appropriate equipment are always available and upgraded. Develop training programmes to address identified needs by the Departments. Facilitate the compilation and updating of training manuals. Monitor that weekly consolidation of training statistics duties are done. Ensure compliance with all the Provincial PERSAL Policies. Submit and ensure that accurate stats are captured on APP report. Consolidate monthly report for the entire training and submit it to supervisor.

ENQUIRIES : Mr. Tseliso May Tel No: (018) 388 1164

POST 33/307 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NWFIN/2024/34 (X2 POSTS)**

Programme: Financial Governance
Sub Programme: Internal Audit Services
Directorate: Risk Based Audits

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

CENTRE : Mmabatho (X1 Post)

Rustenburg (X1 Post)

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years' relevant experience in the auditing environment of which two (2) years should be in internal audit and two (2) years on a junior management level. A valid driver's license. Extensive knowledge of the International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field is required. A thorough understanding of government processes and the role and function of internal audit in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. A creative and innovative orientation. Be able to work independently and in a team. Good report writing and computer skills. Design and implementation of effective actions and processes to ensure that the audit plan is managed, and due dates are timely met. Supervision, training, and guiding all personnel reporting to you. The ability to work under pressure. The ability to analyse processes and identify appropriate, value adding and key audit criteria and root causes and to prioritize and assess audit outcomes during the full audit cycle. To be able to do introspection.

DUTIES : Provide inputs into the three-year strategic plan and annual audit plan of a department. Assist with monitoring risk on a continuous basis and also the recommendation of amendments of the annual audit plans when required. Manage and supervise the rollout of the audits as per the annual audit plan inclusive of the full process requirements of the planning, execution and reporting phases per audit, audit team utilisation and complying with the planned audit timeframe and budgeted hours. Develop audit programs and sampling strategies that address the objectives, scope and risk of the audit subject area. Perform timeous and appropriate review of the work of subordinates. Where required perform audit work from planning to reporting. Compile quality and value adding draft audit reports that include appropriate root cause identification and recommendations. Ensure that work performed by the audit team fully complies with the IPPF and the Quality Assurance Improvement Program of the unit and take effective correction where required. Respond to coaching notes. Provide the job training/coaching/mentoring to subordinates. Perform PMDS requirements.

ENQUIRIES : Mr. A. Nel Tel No: (018) 388 1616

POST 33/308 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: NWFIN/2024/35**

Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Supply Chain Management
Sub Directorate: Demand and Acquisition Management

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

CENTRE : Mmabatho

<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Supply Chain Management/Procurement or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a supply chain management demand and acquisition environment of which two (2) years must be on a junior management level. A valid driver's license. Knowledge and experience in the application of prescripts/ legislative frameworks that governs supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of the financial and Central Supplier Database (CSD) system. Strong planning, management and co-ordination abilities. Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of the operational demand and acquisition plans and projects. Attention to detail and deadline driven.
<u>DUTIES</u>	:	Coordinate, review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement, and maintain supplier database. Coordinate, review and execute the quotation process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the Departmental policies. Communicate with stakeholders (Written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management (Demand and Acquisition and Bid Administration) policies and procedures to ensure compliance. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.
<u>ENQUIRIES</u>	:	Ms. AB Hassim Tel No: (018) 388 2834
<u>POST 33/309</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NWFIN/2024/36</u> Programme: Administration Sub-Programme: Corporate Services Directorate: Strategic Management Services Sub - Directorate: Planning, Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum, a National Diploma in Public Management / Public Management / Monitoring and Evaluation or any relevant degree. A minimum of four (4) years' relevant experience in Public Sector Planning and Monitoring and Evaluation environment of which two (2) years must be on a junior management level. A valid driver's license. A thorough understanding of monitoring and evaluation processes of government. Computer literacy – Word & PowerPoint. Strong planning, monitoring and evaluation skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Extensive implementation experience, good co-ordination and facilitation skills. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. Problem solving skills, research and analytical skills.
<u>DUTIES</u>	:	Manage M & E frameworks and systems; Facilitate the development and implementation of monitoring and evaluation principles and practices; Facilitate the collection, storage and analysis of M & E information; Ensure the accuracy and integrity of captured information. Ensure the production monthly, quarterly and annual performance reports, including monitoring SOPA, Budget Speeches, Makgotla reports and perform any other duties that might be expected from time to time and supervise and assess the performance of subordinates.
<u>ENQUIRIES</u>	:	Mr. Gordon Letlhogile Tel No: (018) 388 4999/8

POST 33/310 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: NWFIN/2024/37**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Strategic Management
Sub Directorate: Organisational Development

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in HRM/ Public Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a Human Resource planning environment of which two (2) years must be on a junior management level. Computer literacy (Power Point and Advanced Excel theory and practical application of pivot tables), facilitation and report writing, good communication, good client orientation and customer focus, problem solving, decision making, analytical skills, ability to conduct research, work under pressure, to work independently and as part of a team. Knowledge and application of Public Service regulatory framework (PSA, PSR, Employment Relations policies, HR Planning Strategic Framework)

DUTIES : Development of the Human Resource Plan through consultative process linked to the strategic priorities and medium- term strategic framework. Develop action plans to implement identified strategies. Engage with line and executive managers to monitor and evaluate performance on the implementation of the Human Resource Plan. Development, monitoring and maintenance of effective Human Resource and Administrative delegations. Prepare quarterly and annual progress reports on Human Resource Plan and delegations of authority. Management of Human Resources and administrative functions.

ENQUIRIES : Ms M. Mokotedi Tel No: (018) 388 2149

POST 33/311 : **ASSISTANT DIRECTOR: TRAINING AND CAPACITY DEVELOPMENT REF NO: NWFIN/2024/38**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Human Resource Management and Development
Sub Directorate: Human Resource Development

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a HRD / Training environment of which two (2) years must be on a junior management level. At least 2 years' experience as a Skills Development Facilitator. Experience as a facilitator of CIP (Compulsory Induction Programme) will be an advantage. Applicants must have the ability to manage Training and Development issues in a changing/ transforming environment. Valid drivers' license is a necessity. Applicants should possess sound and in-depth knowledge of relevant HRD Legislation and prescripts, Ability to work independently and as a team member, good communication skills (verbal and written), Presentation skills, Sound Analytical and Interpretive skills, Policy formulation, People management, Financial Management, Planning, Organization skills as well as sound knowledge of MS Word packages (Excel, Word, and PowerPoint). Planning and organizing; Problem solving and decision making; Team leadership.

DUTIES : Conduct the determination of the Departmental Training needs and skills audit activities. Coordinate the development of the Workplace Skills plan and the implementation thereof. Oversee the Departmental Bursary programme. Oversee the Departmental Career Guidance programme. Coordinate and/or conduct the Departmental Induction and Orientation programme. Implement and Facilitate the Compulsory Induction Programme (CIP) for new entrants in the Public Service. Develop and/ or review policies aligned to Human Resource Development. Ensure that internal and external queries related to skills development in the Department are timeously handled.

ENQUIRIES : Ms. H Venter Tel No: (018) 388 3485

POST 33/312 : **ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: NWFIN/2024/39**
 Programme: Administration
 Sub-Programme: Corporate Services
 Directorate: Human Resource Management and Development
 Sub Directorate: HR Administration and Practices

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A minimum of four (4) years' experience in a HR Management environment, of which two (2) years should be on a supervisory level in the HR Administration and Practices environment. Registration with relevant professional bodies, such as the SABPP would be an added advantage. The following PERSAL Certificates are compulsory: PERSAL Introduction, Personnel Administration, Leave Management and Establishment Management. Proven, working experience on PERSAL is compulsory. Knowledge of the Public Service Legislations that governs Human Resource Management administration and practices. Good communication and report writing skills; Presentation skills; Computer literacy especially on MS Office package or equivalent packages. Ability to interpret and apply policy. Analytical and innovative thinking skills. Report writing skills. Leadership skills. Conflict Management Skills. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management. People Management. Planning. Time Management.

DUTIES : Administer the implementation of Conditions of Service of Employees. Administer the implementation of Leave, inclusive of PILIR Management. Administer the implementation of various allowances. Administer the implementation of terminations and pension withdrawals. Administer the implementation of notch amendments/ adjustments. Ensure the safekeeping, maintenance and disposal of personnel records and files (HR Registry). Administer the implementation of the establishment and related functions. Provide HR Statistics and PERSAL reports. Act as Personnel PERSAL Controller. General management of the HR Administration Unit.

ENQUIRIES : Ms. H Venter Tel No: (018) 388 3485

POST 33/313 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: NWFIN/2024/40**
 Programme: Administration
 Sub-Programme: Corporate Services
 Directorate: Information Management
 Sub Directorate: Records Management

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : A minimum a National Diploma or Advance Certificate in Records Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in Records Management environment of which two (2) years must be on a junior management level. A valid driver's license. Knowledge of National Archives of South Africa Act No. 43 of 1996 as amended. Specialist knowledge of records management practices. Information management and project management. Computer literacy.

DUTIES : Ensure implementation of departmental records management policy, file plan, records control schedule. Manage and implementation of systematic records disposal programme. Develop and implement records management induction/training programme. Develop departmental records management evaluation criteria for regular monitoring. Facilitate the introduction and maintenance of electronic records management system compliant with all related legislative framework.

ENQUIRIES : Mr. M. Kgalapa Tel No: (018) 388 4356

<u>POST 33/314</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: NWFIN/2024/41</u> Programme: Administration Sub Programme: Management Support Services Sub-Directorate: Enterprise Risk and Integrity Management Section: Enterprise Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Mmabatho As a minimum a National Diploma or Advanced Certificate in Risk Management/ Auditing or equivalent NQF 6 qualification. Four (4) years' relevant experience in Risk Management of which two (2) years must be on a supervisory level. Knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Public Sector Anti-Corruption Strategies. Excellent interpersonal skills and customer relations. Creative and innovative thinking. The ability to work independently and in a team. Sound report writing skills. The ability to apply technical/ professional knowledge and skills in immediate work area and wider environment. The ability to work under pressure. Good coordination and facilitation skills. Computer literacy.
<u>DUTIES</u>	:	Assist the supervisor with the development, implementation and maintenance of a Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan. Facilitate the compilation of strategic and operational risk registers. Monitor implementation of risk response strategies. Assist the supervisor with reporting all risk related matters including findings, risk positions and recommendations to all stakeholders. Conduct risk, fraud, and whistle-blowing awareness campaigns amongst departmental staff. Coordinate the activities of the Risk Management Committee and perform secretarial functions. Ensure compliance with all prescripts, frameworks, regulations, and guidelines. Perform any other duties that may be expected from time to time.
<u>ENQUIRIES</u>	:	Ms. M Jansen Tel No: (018) 388 3419
<u>POST 33/315</u>	:	<u>ASSISTANT DIRECTOR: SCM COMPLIANCE REF NO: NWFIN/2024/42 (X2 POSTS)</u> Programme: Assets and Liabilities Management Sub-Programme: Support and Interlinked Programmes (SCM) Directorate: SCM Policies, Monitoring, Evaluation and Capacity Building Sub Directorate: SCM Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Mmabatho As a minimum, a National Diploma or Advanced Certificate in SCM/ logistics Management/ Advanced procurement management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in SCM environment. A valid driver's license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public service such as: Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, CIDB Prescripts, other SCM related Prescripts, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act and its regulations, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Managerial functions, Finance, Supply Chain Management Regulations, Human Resource matters, Planning and organizing, Compilation of reports, Research\analyzing, Needs and priorities of the Department, Risk management Application of Supply Chain Management Regulations, Human Resource management, Compilation of reports, Conflict Management, Strategic Management, Policy formulation, Change/ diversity management, Negotiation skills, Facilitation, Computer Literate and Communication skills.
<u>DUTIES</u>	:	Develop Provincial SCM control framework, facilitate adherence to SCM Control Framework, Conduct Analysis and report on SCM compliance, Provide Technical support to Government institutions on SCM issues. Evaluate interventions on SCM system and monitor Departments and their Entities on Supply Chain Management in line with SCM regulatory framework and performance reports.

ENQUIRIES : Mr Moagise Tlang Tel: (018) 388 5145

POST 33/316 : **ASSISTANT DIRECTOR: DISTRICT STAKEHOLDER MANAGEMENT REF NO: NWFIN/2024/43**
 Programme: Assets and Liabilities
 Sub-Programme: Support and Interlinked Programmes (SCM)
 Directorate: Stakeholder Management and Strategic Sourcing
 Sub Directorate: Stakeholder Management

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum, a National Diploma or Advanced Certificate in SCM /Logistics Management/Procurement or Degree in Public Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a SCM environment of which two (2) years must be on a junior supervisory/management level. Valid driver's license. Knowledge of relevant prescripts, framework and variety of work ranges and procedures governing the public service such as: Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE, National Treasury Instructions/Practice notes/Circulars and Guidelines, CIDB Prescripts, other SCM Related Prescripts, Skills Development Act, Promotion of Access to Information Act, Treasury Regulations, Supply Chain Management Regulations, Planning and Organizing, Compilation of Reports and Research/Analyzing. Ability to interpret and apply policy, Research, Report writing, Workshop presentation and facilitation, Organizing, Project management, Conflict management, Adaptability during changes to meet the goals, Negotiation Skills, People Management, planning, Time Management, Computer Literate and communication Skills.

DUTIES : Planning for an outreach program project, Facilitation and conducting of community outreach workshops, Liaison with different stakeholders for supplier development purposes, Facilitate CSD training in the province. Management of subordinates.

ENQUIRIES : Mr S M Gaasenoe Tel No: (018) 388 2579

POST 33/317 : **ASSISTANT DIRECTOR: STRATEGIC SOURCING REF NO: NWFIN/2024/44 (X2 POSTS)**
 Programme: Assets and Liabilities
 Sub-Programme: Stakeholder Management and Strategic Sourcing
 Directorate: Stakeholder Management and Strategic Sourcing
 Sub Directorate: Strategic Sourcing

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in SCM/ Logistics management/ Advanced procurement management or equivalent NQF 6 qualifications. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in an SCM environment of which two (2) years must be on a junior management/supervisory level. A valid driver's license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its codes of good practice and charters, National Treasury Instructions/Practice notes/Circulars and Guidelines, CIDB Prescripts, Other SCM Related Prescripts, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labor Relations Act, Public Service Act; its regulations and various Bargaining Council Resolutions, Administrative Justice Act, Promotion of Access To Information Act, Managerial functions and Finance. Ability to interpret and apply policy, Analytical and Innovative thinking, Ability to conduct research, Report writing, Workshop presentation and facilitation, Leadership, organizing, Project management, Conflict management, Strategic management, Policy formulation, Adaptability during changes to meet the goals, Change/Diversity management, Negotiation Skills, People management, Planning, Time management, Co-ordination, Computer literacy and communication.

DUTIES

: Development of Strategic Procurement Strategies, conduct research on goods and services commonly procured in the province, Supervise the arrangement and maintenance of transversal contracts by facilitating demand management, bid evaluations and bid adjudications processes, monitor secretariat services for the cross-functional teams, monitor the arrangement of Provincial Supply Chain Management Forum, Conduct Contract Management, and general financial management in the unit.

ENQUIRIES

: Mr S M Gaasenoe Tel No: (018) 388 2579

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

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

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

OTHER POSTS

POST 33/318 : **MANAGER: MEDICAL SERVICES GRADE 1 TO 3**

SALARY : Grade 1: R1 348 635 per annum
Grade 2: R1 538 967 per annum
Grade 3: R1 730 937 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and managerial experience regarding managing Clinical Services; Human Resource and Financial Resource Management. Knowledge of health delivery systems, policies and applicable legislation, governing resource allocations. Applicable and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Understanding of quality improvement methods and understanding of proposed national quality system. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

DUTIES : Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Facilitate platform for teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments.

ENQUIRIES : Dr J Punwasi, Tel No: (021) 404 6288
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 : 30 September 2024

POST 33/319 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)**

SALARY : R974 493 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Knysna Hospital
Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Current registration with the SANC.

Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to deal with after-hours calls. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Ability to communicate effectively (both written and verbal). Good organisational, interpersonal, creative problem solving and research skills. Basic knowledge and experience in office administration, financial and procurement administration.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Ensure efficient financial planning, control, and the effective use of all resources. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Overall management of Nursing Services (Operational, Human Resources, and Finances).

ENQUIRIES : Dr A Brink Tel No: (044) 302 8400

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. The pool of applicants will be considered for other Deputy Manager Nursing posts within the Garden Route District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 30 September 2024

POST 33/320 : **REGISTRAR (MEDICAL) (INTERNAL MEDICINE) (X4 POSTS)**
(4 Year Contract)

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

CENTRE : Groote Schuur Hospital (3 posts), Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the profession council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's licence. Willingness to work overtime. Commuted overtime is compulsory. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Research methodologies & FPS Techniques. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. CMSA Diploma in Internal Medicine. Experience post community service in a clinical platform. Previous research experience and publication. Valid ACLS Certificate. FCP part one or CMSA Diploma in Internal Medicine.

DUTIES : Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.

ENQUIRIES : Prof M Setshedi Tel No: (021) 406 6422

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

NOTE : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist

positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. *Preference will be given to SA citizens/permanent residents with a valid identity document*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."

- CLOSING DATE** : 30 September 2024
- POST 33/321** : **MEDICAL OFFICER GRADE 1 TO 3 (STAFF/OCCUPATIONAL HEALTH CLINIC)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Office of the Chief Director: Metro Health Services
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Health risk management (HRA, Occ. Hygiene report assessment) Knowledge of Medical Adjudication (return to work medicals) and District Health services. Post Graduate Diploma in Occupational Health (DOH) as an advantage.
- DUTIES** : Establish, manage Occupational Health service and Monitoring and evaluation of all occupational illnesses and injuries Hazard identification and risk management and Workplace Health Risk Assessments (HRA) and development of occupational risk exposure profiles. Policy Review, Formulation, Maintenance and Disseminate policies and procedures to enhance the safety of staff in the institute. OHS Services management, administration, and Governance of management structures. Provide occupational health technical input on procurement, education and training within areas of control, develop staff literacy on occupational Health and Safety principles, practices and guidelines within the district and the facilities. Documentation, Data management and reporting.
- ENQUIRIES APPLICATIONS** : Dr H Mahomed Tel No: (021) 815-8697
: 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 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 pool of applicants will be considered for other vacant Medical Officer (OHS) 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** : 30 September 2024
- POST 33/322** : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's licence. Willingness to travel throughout the district. Commuted overtime contract is compulsory, as well as ability to work after-hours. Competencies (knowledge/skills): Appropriate experience in Internal medicine. Good communication skills. Ability to work in a team and with all levels of staff. Interest in developing an academic career.
- DUTIES** : Provision of basic primary and secondary level general medical clinical patient care in Victoria Hospital. This includes patients assessing and managing patients in the various parts of the hospital including the Emergency unit, medical wards, high care and intensive care unit and outpatient's department. Assisting with stress ECG's when this service becomes available. Assisting with the teaching commitments of the Department of Medicine. This includes the supervision of interns, medical students and elective students within the department of medicine. Administrative duties in the Department as they arise e.g. rosters, mortality and morbidity meetings, improvement projections. After hours provision of patient care in the department of medicine.
- ENQUIRIES** : Dr C Cupido Tel No: (021) 799-1163
- APPLICATIONS** : Applications are submitted online via 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The

pool of candidates will be considered for other vacant Medical Officer (Internal Medicine) posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE

:

30 September 2024

POST 33/323

:

OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OPERATING THEATRE AND CSSD)

Cape Winelands Health Services

SALARY

:

R656 964 per annum

CENTRE

:

Stellenbosch Hospital

REQUIREMENTS

:

Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with the professions council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate /recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the theatre after obtaining the 1-year post-basic Operating Theatre Nursing Science qualification. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work shifts, night duty, overtime, weekends and public holidays when necessary. Willingness to perform relief duties and be on standby for the hospital after hours and on weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Good interpersonal, leadership, decision making, conflict resolution skills and organizational skills. Excellent communication skills.

DUTIES

:

Responsible for planning, managing, coordinating and maintaining optimal, specialized nursing services in a theatre and sterilizing services in a CSSD. Effective management and utilization of human and financial resources to ensure optimal operational function in the unit/s. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service management and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES

:

Ms. RZ De Silva Tel No: (021) 808-6153

APPLICATIONS

:

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

:

30 September 2024

POST 33/324

:

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

Garden Route District

SALARY

:

R656 964 per annum

CENTRE

:

Uniondale CC, (Haarlem and surrounding clinics)

REQUIREMENTS

:

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic 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 the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Information Management with regard to PHC indicators.

<u>DUTIES</u>	:	Quality Assurance knowledge. COPC Principles and implementation. Legislation of Ideal clinic and Office of Health standards and compliance. Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes Information Management regarding data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MFJ Marthinus, Tel No: (044) 814-1100
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment
<u>POST 33/325</u>	:	30 September 2024
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY GRADE 1 (NEUROPHYSIOLOGY)</u>
<u>DUTIES</u>	:	Grade 1: R605 550 per annum Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Neurophysiology (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Clinical Technologist: Neurophysiology (Independent Practice). Inherent requirements of the job: After hours service is compulsory. Competencies (knowledge/skills): Excellent written and verbal communication skills.
<u>ENQUIRIES APPLICATIONS</u>	:	The clinical service includes the provision of a professional clinical technology service in Neurology in medical wards, theatres, ICU and outpatient clinics. Carrying out all neurophysiological tests including conduction studies, sleep studies (overnight polysomnography and multiple sleep latency tests; evoked potential studies (including Bereitschaft potential measurements and somatosensory evoked potentials); autonomic function testing, and electroencephalography (routine and emergency studies and continuous video monitoring studies). Administrative duties including equipment resource management and human resource management. Troubleshooting and maintenance of equipment. Training of technologists and student technologists, and EEG technicians.
<u>NOTE</u>	:	Prof J Carr, tel. no. (021) 938-5500 / jcarr@sun.ac.za
<u>CLOSING DATE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>POST 33/326</u>	:	No payment of any kind is required is required when applying for the post.
<u>SALARY</u>	:	30 September 2024
<u>CENTRE REQUIREMENTS</u>	:	<u>RADIOGRAPHER (ULTRASOUND): GRADE 1 TO 3</u>
<u>DUTIES</u>	:	Grade 1: R465 645 per annum Grade 2: R545 262 per annum Grade 3: R641 436 per annum Groote Schuur Hospital, Observatory
<u>ENQUIRIES APPLICATIONS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with the Health Professions Council: Registration with Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in

Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly are essential. Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.

DUTIES : Use a variety of ultrasound equipment and perform a broad spectrum of procedures, such as abdominal, pelvic, obstetrics, gynaecology, musculoskeletal and vascular ultrasounds. Quality image analysis to accurately diagnose abnormalities. Undertake ongoing care of individual patients to ensure continuity of care. Actively participate as a member of the health service institution. Maintain clinical, professional, and ethical standards. Provide quality patient-centered care to all patients. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Provide support to junior medical and professional staff. Operate imaging equipment and review images to ensure they are of good quality.

ENQUIRIES : Ms N Behardien-Peters Tel No: (021) 404-4187

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

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

CLOSING DATE : 30 September 2024

POST 33/327 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING) (X2 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 per annum

Grade 2: R 553 545 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. 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 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 a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in the specialty. Inherent requirements of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. Knowledge

- and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.
- DUTIES** : Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilisation of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively Assist to organise a cost-effective service daily and provide support to supervisor and management.
- ENQUIRIES** : Ms T Nqwede, Tel No: (021) 659-4952
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing.-Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants for the post of Professional Nurse: Specialty 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** : 30 September 2024
- POST 33/328** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MOU) (X4 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Bishop Lavis CHC (MOU) (X2 Posts)
Elsies River CHC (MOU) (X2 Posts)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic/advanced nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the Health Professions Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwife. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwife. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the Advanced Midwifery and Neonatal Nursing Science. Competencies (knowledge/skills): Good interpersonal, leadership skills and computer Literacy (MS Word & Excel). Ability to direct the team to ensure quality holistic health care and to function independently in a multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource, financial and supply chain policies, and guidelines. Valid (Code B/EB) driver's licence. Willingness to assist at other centres including weekends, or extended hours if needed. Ability to perform additional services for service delivery needs.
- DUTIES** : (key result areas/outputs): Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the

Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality assurance, Infection Control and Prevention & Occupational Health & Safety within the department. Deliver a support service to the Operational Manager and ensure effective coordination of the nursing division after hours.

- ENQUIRIES** : Ms PA Ngcaba Tel No: (021) 934-6050 – Bishop Lavis CHC
Ms JJ Heunis, Tel No: (021) 931-0211 – Elsie's River CHC
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a practical/written and oral assessment. 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 Professional Nurse: Speciality (MOU: Nursing) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 30 September 2024
- POST 33/329** : **ASSISTANT DIRECTOR: FINANCE (ADMINISTRATION AND SCM)**
Chief Directorate: Rural Health Services
- SALARY** : R444 036 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Financial Administration and Supply Chain Management. Appropriate experience in management and supervisory experience. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Strong managerial, leadership and interpretation skills, with regards to policies and finance instructions. Complex problem-solving skills and decision-making skills. Sound knowledge of Finance & SCM procedures and audit compliance prescripts. Excellent Computer skills (Microsoft Office package), and practical workable knowledge of LOGIS and BAS or similar systems. Excellent interpersonal relations and communication skills.
- DUTIES** : Overall management of Finance and SCM components. Determine budget needs in respect of the FBU's and monitor, control and report expenditure and budget related issues. Analyse, interpret and report financial, budget deviations and trends. Manage demand and acquisition management, warehouse management, assets and disposals management and contract management. Maintain financial, procurement systems and develop an effective and efficient service. Ensure overall audit compliance. Plan, implement and maintain financial control and handle audit queries. Ensure effective Human Resource management of the component.
- ENQUIRIES** : Ms J Smith Tel No: (023) 348-1210
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 : 30 September 2024
- POST 33/330** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (ie. Diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic Nursing qualification in Advanced Midwifery, duration of at least 1 year and accredited with SANC. Registration with the Health Professions

Council: Registration with SANC as a Professional Nurse and Advanced Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirements of the job: Willingness to work after hours Willingness to work shifts, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Word, Excel and Outlook). Knowledge and insight of relevant legislation and policy related to this Nursing Speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

DUTIES : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective management and utilisation of human and financial resources to ensure optimal functions. Participation in training and research is essential. Assist with relief duties and partake in overall specialised area functions, i.e. team building. Organise a cost-effective service on a daily basis. Provide support to Supervisor and Management.

ENQUIRIES : Ms N.B. Tyutu Tel No: (021) 832-5206

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 : 30 September 2024

POST 33/331 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING) (X2 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 per annum

Grade 2: R553 545 per annum

CENTRE : Mowbray Maternity Hospital:

First Stage Labour (X1 Post)

Admissions (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. 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 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 a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in the speciality. Inherent requirements of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

DUTIES : Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilisation of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively Assist to organise a cost-effective service daily and provide support to supervisor and management.

ENQUIRIES : Ms T Nqwede Tel No: (021) 659-4952

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert.
- CLOSING DATE** : 30 September 2024
- POST 33/332** : **PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Du Noon Community Health Centre and Vanguard Community Health Centre
Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience:
Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, GroupWise and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.
- DUTIES** : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
- ENQUIRIES** : Mr K Welkom Tel No: (021) 695 8200 (Vanguard CHC), Mr S Bomvana Tel No: (021) 200 4500 (Du Noon CHC)
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not

in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applicants will be considered for other vacant Professional Nurse Specialty (Trauma and Emergency Care) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

- CLOSING DATE** : 30 September 2024
- POST 33/334** : **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as practitioner in Speech Therapist and Audiologist or Speech Therapist. Registration with the Health Professions Council: Current registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Ability to provide Speech Therapy services independently and as part of a team. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Comply with the National Core Standards requirements. Computer Literacy (MS Word, Excel and PowerPoint).
- DUTIES** : Assess and manage Speech, Language, and Swallowing fallouts in the adult and Paediatric Populations. Coordinate and manage the Speech Therapy department and services at a district level. Participate in Multidisciplinary Team discussions and departmental, hospital in-service and training programmes. Effective and efficient resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance.
- ENQUIRIES** : Dr R. Ortel Tel No: (021) 918-173 or Ms F. Parker Tel No: (021) 918-1290
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Speech Therapist posts within the Chief Director Metro Health

Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 30 September 2024
- POST 33/335** : **RADIOGRAPHER GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 pe annum
Grade 3: R514 785 per annum
- CENTRE** : False Bay Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a (Independent practitioner) Diagnostic Radiographer. Experience: **Grade1:** None after registration with the HPSCA in Diagnostic Radiography in respect of RSA qualified employees. One-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:** 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:** 20 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Will be required to work weekend shift and over-time. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Diagnostic Imaging techniques and equipment. Commitment to patient care and safety. Strong interpersonal and communication skills. Ability to work independently and as part of a multi-disciplinary team.
- DUTIES** : Produce diagnostic imaging of high-quality, while providing a patient centred Radiography service. Adhere to Radiation control guidelines and protocols. Provide optimal usage and care of equipment, adhere to Radiation Act and OHSA. Ensure optimal patient care and participate as part of a multidisciplinary team. Assist with effective and efficient administration of the Department. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the radiography department. Additional duties as required for service delivery. Provide support to Chief Radiographer.
- ENQUIRIES** : Dr J. Porter Tel No: (021) 832-5209/ Ms S. Bloch Tel No: (021) 832-5286.
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)". Candidates will be subjected to a written/practical and oral assessment. The pool of candidates will be considered for other vacant Radiographer posts within the Chief Directorate: Metro Health Services for a period of 3 months.
- CLOSING DATE** : 30 September 2024
- POST 33/336** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Rural Health Services
- SALARY** : R376 413 per annum
- CENTRE** : Paarl Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development Appropriate experience in PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resource Development and Training standards, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. Excellent computer skills in MS Office (i.e., Word, Excel, PowerPoint, Outlook and PERSAL).
- DUTIES** : Administer grievance and disciplinary cases and maintain a database to generate monthly reports for Labour Relations and all training interventions. Assist in the development, implementation and evaluation of the Workplace Skills Plan (WSP). Effective and efficient support to supervisor and Hospital management and represent the Hospital at the relevant platforms. Consult and advise Management on all Labour Relations and Human Resource Development and Training policies, procedures and interventions. Co-ordinate the administration internship programmes and assist with recruitment & selection and personnel/ salary administration at the Institution. Co-ordinate the management of the Skills Development Committee as well as the Institutional Management and Labour Committee.
- ENQUIRIES** : Mr RM Petersen Tel No: (021) 860 2516 or Ricardo.Petersen@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 September 2024
- POST 33/337** : **CHIEF PERSONNEL OFFICER**
Directorate: People Management Planning and Practices (On the grounds of Karl Bremer Hospital, Parow)
- SALARY** : R376 413 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in People Management Administration. Appropriate supervisory experience. Inherent requirement of the job: Valid code (B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of relevant Legislation and human resources practices and prescripts. In-depth knowledge and experience in all aspects of people management administration. Good interpersonal and conflict resolution skills. Good written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Leadership, organization, creative, problem-solving and decision-making skills. Ability to function independently and within a team context. Ability to function under pressure and handle high work volume with strict deadlines.
- DUTIES** : Co-ordinate and supervise the human resources component, responsible for all HR and related matters of the Directorates Engineering and Technical Support Services, Health Technology and Facilities management. Implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, pension, allowances and leave and administration in general as applicable in a human resource component including performance management and recruitment and selection. Responsible for the implementation approval and authorisation of all transactions on PERSAL. Ensure audit compliance in terms of AG requirements and perform sample audits. Provide guidance and assistance to employees, supervisors and management on all aspects of People (HR) Administration. Provide advice and support regarding Labour Relations matters to Institutional Management. Investigate grievances and assist with disputes at Institutions. Facilitate training at Institutions on HR matters.
- ENQUIRIES** : Ms A Swarts Tel No: (021) 918-1572
- 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** : 30 September 2024

POST 33/338 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Southern/Western Sub-structure Office
REQUIREMENTS : Minimum educational qualification: An Appropriate three-year Degree/Diploma.
Experience: Appropriate experience in Information Management in the public health environment. Appropriate experience in health-related Information Systems (e.g. SINJANI, DHIS). Appropriate experience in an Information Management supervisory role and monitoring and evaluation in health system.
Inherent requirements of the job: Valid (Code B/EB) driver's license.
Competencies (knowledge/skills): Computer Literacy (Microsoft Office) Advanced computer literacy, MS Office Package, Infographics and Excel. Sound knowledge of applicable IM policies. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to information management. Demonstrates epidemiological and analytical thinking. Proven ability to work independently in high-pressured environment, managing multiple IM projects while complying to due dates. Extensive knowledge of the IM Health Systems. Good interpersonal, supervisory and time management skills. Values-driven leadership of a team.

DUTIES : Manage all Substructure IM functions. Deliver timeous reports and IM deadlines for Southern Western Sub-structure and Metro Health Services. Monitor Sub-structure service and programme performance against targets. Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to the Directorate and Health Facilities. Ensure the IM team delivers a responsive, customer-focused support service within prescribed timeframes. Presentation of data to end-users that allows for easy interpretation and application to managers at the Directorate and health facilities. Develop systems to improve data quality in Data management, i.e. Capacity- Building Interventions, development and support to end-users. Monitor compliance with departmental information management policies. Willingness to travel within the Southern/Western geographic area and Metro Health District. Supervise sub-ordinates and management of all Human Resource related functions within the component including training and guidance to staff on Information management functions.

ENQUIRIES : Dr R Nell Tel No: (021) 202-0900
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant SAO: Information Management posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 30 September 2024

POST 33/339 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS (HRD AND TRAINING)**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Diploma or Degree.
Experience: Appropriate experience in Labour Relations policies, procedures and practices in Public Sector. Appropriate experience in PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (Microsoft Office) and report writing. Good planning and organisational skills as well as the ability to analyse data to compile management reports detailing relevant trend analysis. Knowledge of Labour Relations (LR) and Human Resource Development (HRD) and Training policies and procedures.

DUTIES : Interpret LR and HRD and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate weekly/monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Workplace Skills Plan. Co-ordinate Induction training, and facilitate Workshops and Training as required. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD

Training committee including representing the hospital at all LR and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all LR and HRD training policies, procedures and interventions. Responsible for the coordination of the Wellness interventions at the institution.

ENQUIRIES : Ms. C Campher Tel No: (021) 370-1414
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : Short listed candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Senior Administrative Officer: Labour Relations posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
CLOSING DATE : 30 September 2024

POST 33/340 : **PRIMARY HEALTH CARE ADMINISTRATIVE OFFICER: SUPPORT OFFICER**
 Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Elsies River Community Health Centre
REQUIREMENTS : Minimum educational qualification: An appropriate three-year Diploma/Degree. Experience: Appropriate /recognizable supervisory experience within a Primary Health Care environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good managerial, supervisory, and decision-making skills, Knowledge and insight of legislation and policies, relevant to current support service practice within the Public Service. Disciplinary and conflict management skills. Extensive Computer literacy with experience in the Microsoft Office package and other systems, including PERMIS, LOGIS, IPWIS. Willingness to work after hours.

DUTIES : Assist the Facility Manager as Head of Administration. Management of support services in the unit. Oversee facility Finance, Health Information, People Management, Supply Chain Management, Cleaning, Asset Management, Contract management, and related to support services that including Security Services, Waste Management, Grounds Management and others. Provide support as Labour Relation Liaison to Facility Manager, Unit Managers and staff. Represent the facility as liaison on various forums as Safety and security, quality assurance, OHS/IPC and support related meetings at institutional and provincial level.

ENQUIRIES : Mr. L Makamba Tel No: (021) 931-0211
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. The pool of applicants will be considered for other vacant PHC Admin Officer Support 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.

CLOSING DATE : 30 September 2024

POST 33/341 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
 Central Karoo District

SALARY : R376 413 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a supervisory capacity in a SCM Health environment. Appropriate experience in LOGIS System training on level I, II, III and IV. Appropriate experience in Warehouse and Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge LOGIS and ePS Systems. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team. Knowledge of the PFMA, AOS and delegations within Department of Health and Wellness. Knowledge of PFMA Act 1 of 1999, Accounting Officer System of Department of Health on Chapretr16A and Delegations.

DUTIES : Demand and Acquisition Management. Procurement planning including Asset Management. Warehouse Management and Stock control. Management of Staff within SCM component (Leave, Discipline, SPMS and Training) LOGIS system management and payments. Support to supervisor.

ENQUIRIES APPLICATIONS : Ms Michelle Bothma Tel No: (023) 414 - 8200
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 30 September 2024

POST 33/342 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate experience in Labour Relations policies, procedures and practices in Public Sector. Appropriate experience in PERSAL. Experience: Appropriate experience in Labour Relations policies, procedures and practices in Public Sector. Appropriate PERSALI experience. Inherent requirement of the job: Appropriate supervisory Skills. Valid Code B/EB driver's licence. Competencies (knowledge/skills): Computer Literacy. Training skills. Knowledge of Labour Relations Act and Resolutions.

DUTIES : Give advice and support on Departmental policies regarding Labour Relations to institutional management and assist with the handling of conflict. Give advice to Representatives dealing with disputes and represent Department when appropriate. Facilitate and conduct training sessions at institutions. Monitor, co-ordinate and control function of Labour Relation matters at Institutional level. Management of HR function with regard to the recruitment & selection process. Capturing of labour relations statistics on PERSAL. Provide general support to managers.

ENQUIRIES APPLICATIONS : Ms N Wyngaard Tel No: (021) 402-6552
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant Senior Administrative Officer: Labour Relations posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 30 September 2024

POST 33/343 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R308 154 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : 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. Inherent requirements of the job: Valid Driver's Licence. Willingness to travel. Competencies (knowledge/skills): Knowledge and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Computer literacy (MS Office).

DUTIES : Manage the warehouse section. Ensure proper demand planning for inventory. Responsible for relevant monthly and quarterly reporting. Manage IFS and AFS stocktake process. Maintaining procurement plan and issuance databases. Acquisition management of goods and service through EPS, transversal contracts and other means as prescribed in the AOS and SCM delegations. Responsible for system approvals as per delegations. Manage the effective implementation of processes to prevent late payment. Proper record keeping relevant to warehouse section. Assist in other components within Supply Chain Management.

ENQUIRIES APPLICATIONS : Ms. Selica Overmeyer Tel No: (021) 830-1160
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant Senior Administrative Officer: Labour Relations posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 30 September 2024
- POST 33/344** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Cape Winelands Health District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE** : Klapmuts CC
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with the Health Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : (key result areas/outputs): Management of Burden of disease in accordance with the guidelines and protocols of the western cape. Provide quality of care to all patients within PN scope of practice, in consideration of their presented health issue. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness in the of health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms MM Muller Tel No: (021) 808-6109
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 30 September 2024
- POST 33/345** : **ARTISAN PRODUCTION GRADE A TO C**
Western Cape College Nursing
- SALARY** : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum
- CENTRE** : Head Office, (Cape Town), (based on the grounds of Metro Campus Athlone)
- REQUIREMENTS** : Minimum educational qualifications: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable

experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to work irregular hours (e.g. overtime, after hours, standby duties and weekends) and attend to emergencies when required. Competencies(knowledge/skills): Excellent (written and verbal) communication skills. Computer literacy (MS Word and Excel). Conversant with the requirements of the Machinery and Occupational and Safety Act. Mechanical, electrical, plumbing skills and experience.

DUTIES : Repairs and maintenance on all four (4) Campus grounds Stikland, Athlone, Worcester and George. Control and supervision of workshop staff. Compile specifications and assist in managing projects. Assist with the procurement of spares and control over tools and material. Personnel evaluation and training of subordinates. Liaison with engineering management and private sector to co-ordinate and facilitate completion of ad-hoc projects.

ENQUIRIES : Mr CC Brown Tel No: (021) 831-5817

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. Short listed candidates may be subject to competency testing.

CLOSING DATE : 30 September 2024

POST 33/346 : **ADMINISTRATION CLERK: ADMISSIONS**
West Coast District

SALARY : R216 417 per annum
CENTRE : Citrusdal CC

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Appropriate experience and knowledge of Health Information Systems [HIS]. Inherent requirements of the job: Willingness to travel and work overtime. Valid code B/EB driver's licence. Competencies (knowledge/skills): Appropriate working knowledge of current computer software systems utilized by the Department of Health, as well as computer literacy (MS Word, Excel, and PowerPoint). Knowledge and experience in departmental HIS systems, (i.e. PHCIS, BI, Sinjani, TIER.NET,etc.). Appropriate Office Administration, Training and Presentation skills.

DUTIES : Provision of administrative support to the health team. Provide administrative support to patients. Effective support services. Assist with collection and collation of data for monitoring and evaluation.

ENQUIRIES : Ms M Sandt Tel No: (027) 482-1484

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

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

CLOSING DATE : 30 September 2024

POST 33/347 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Delft CHC (X1 Post)

Elsies River CHC (X1 Post)
Parow CDC (X1 Post)
Ravensmead CDC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate relevant experience in Information Management environment. Competencies (knowledge/skills): Knowledge of data, capturing, scanning, preparation and creating graphs. Good interpersonal, communication and organization skills. Ability to work under pressure, independently and in a team. To collate, receive, sort and interpret raw data into information and distribute reports to facility management and Sub-Structure office. Computer literacy skills in MS Office (MS Word, Excel, PowerPoint, Outlook and Teams).

DUTIES : Data collection, collation, capturing and reporting. Data submission to Sub-structure office in line with relevant policies and dissemination of information within facility. Effective Information Management administration w.r.t correspondence, receiving and sorting of mail, assist in typing of letters and

replying to queries speedily. Effective facilitation of all logistical arrangements pertaining to Information Management meetings and effective coordinating of health information activities. Assist Facility management with-in house stats/ delegate functions w.r.t recordkeeping of data sheets, create and display of graphs.

ENQUIRIES : Mr M Gaji Tel No: (021) 954-2237 – Delft CHC, Mr L Makamba Tel No: (021) 819-9032 – Elsies River CHC, Ms N Mtshengu Tel No: (021) 810-8134/1-Parow CDC, Ms I Van Heerden Tel No: (021) 812-1908 – Ravensmead CDC

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

CLOSING DATE : 30 September 2024

POST 33/348 : **ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMIN)**
Chief Directorate: Rural Health Services

SALARY : R216 417 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration. Inherent requirements of the job: Must be willing to work 12-hour shifts, weekends, and public holidays. Comply with internal rotation schedules within the component. Competencies (knowledge/skills): Must be able to work independently or in a team and under supervision. Computer literacy (MS Word, Excel and PowerPoint). Knowledge in Clinicom, UPFS, Hospital Memorandum Chapter 18, PFMA.

DUTIES : Handling of state monies. Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum Chapter 18. Responsible for sound cash management. Registration of new patients. Telephone enquiries. Ensure all appointments are captured and admitted daily. Filing and drawing of folders, as well as retrieving and archiving of folders. Ad-hoc admin duties. Support to supervisor and staff members.

ENQUIRIES : Ms S Gcwabe Tel No: (023) 348-6458

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

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

CLOSING DATE : 30 September 2024

POST 33/349 : **ADMINISTRATION CLERK: FINANCE (CASHIER)**
Garden Route District

SALARY : R216 417 per annum

CENTRE : Riversdale Hospital, Hessequa Sub-district

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as a passed subject and/or a Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate cashier experience in the public sector. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised and the knowledge in the handling of cash management and to prepare and analyse figures and amounts. Good verbal and written communication skills. Knowledge of the Basic Accounting System (BAS) and Public Finance Management Act and Treasury Regulations and Instructions. Self- discipline and motivation.

DUTIES : Receiving and depositing of money. Doing the correct allocations on BAS and Clinicom, issue receipts, capture day end for deposits and deposit confirmations. File and safekeeping of documents. Clear matching reports (journals) and daily allocations to other Hospitals. Assist with monthly BAS/Clinicom reconciliation. Handling of all cashier related enquiries.

ENQUIRIES : Mr H Crous Tel No: (028) 713-8642

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Administration Clerk: Finance (Cashier) posts within the Hessequa Sub-District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 30 September 2024

POST 33/350 : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT) (PAYROLL AND SERVICE BENEFITS)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. Good written and verbal communication skills.

DUTIES : Perform all administrative duties and PERSAL functions pertaining to personnel administration, e.g. appointments, service terminations, transfers, salary administration, leave, injury on duty, distribution of payslips, debt management. Auditing and filling of personnel data and leave records. Administer probation reviews on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies.

ENQUIRIES APPLICATIONS : Mr CD Wehr Tel No: (021) 404-2306
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 30 September 2024

POST 33/351 : **ADMINISTRATION CLERK: SUPPORT SERVICES (NURSING)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
: Stikland Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration and office management. Competencies (knowledge/skills): Good interpersonal relations to manage public queries and interact with different nurse supervisors and a broad range of users. Computer literacy.

DUTIES : Render admin (HRM, Finance, Nursing related) support services to the Deputy Nursing Manager. Effective and efficient interdepartmental communication with all staff and public. Effective support to the Nursing managers office, all correspondence and logistics. Compliance of completion of Log 1 forms on the Logis system. Manage incoming and outgoing mail/documents. Support staff in terms of stock control, ordering and equipment. Diary planning of the Deputy Nursing Manager; answering the telephone and management of telephonic queries and calls. Arrange meetings, events and workshops, typing of agendas for meetings as well as effective minute keeping and writing of minutes. Manage trip authorities of GG vehicles allocated to the Nursing Department.

ENQUIRIES APPLICATIONS : Ms S Fredericks Tel No: (021) 940-4416
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants for the post of Admin Clerk: Nursing 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 : 30 September 2024

<u>POST 33/352</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Bothasig Community Day Centre (General Consultation) (X1 Post) Kraaifontein Community Health Centre (Trauma) (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (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 with the SANC as a Staff Nurse. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Ability to work under pressure.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plan. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Ms. S Dixon Tel No: (021) 987 0080
<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 a change in registration status)". The pool of applicants will be considered for other vacant Staff Nurse posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	30 September 2024
<u>POST 33/353</u>	:	<u>STAFF NURSE: GRADE 1 TO 3</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by Overtime and relief work in the Departments to ensure effective provision of services. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive. Leadership skills.

- DUTIES** : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms LA Campbell Tel No: (044) 802 4371 / 4537
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 30 September 2024
- POST 33/354** : **NURSING ASSISTANT: GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum
- CENTRE** : Elsie's River CHC (MOU) (1 post) and Kraaifontein CHC (Trauma) (1 post)
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with the Health Professions Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None after registration with SANC as a Nursing Assistant. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
- DUTIES** : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
- ENQUIRIES** : Ms. JJ Heunis Tel No: (021) 931-0211 (Elsie's River CHC), Ms. S Dixon Tel No: (021) 987-0080 (Kraaifontein CHC)
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a practical/written and oral assessment. 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.
- CLOSING DATE** : 30 September 2024
- POST 33/355** : **FOOD SERVICES AID**
Chief Directorate: Rural Health Services
- SALARY** : R131 265 per annum

<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital
	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Excellent health status – be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
<u>DUTIES</u>	:	Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Botha Tel No: (023) 348 1222
	:	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>	:	30 September 2024
<u>POST 33/356</u>	:	<u>MEDICAL SPECIALIST (ORTHOPAEDICS) (X2 POSTS) (FROM 5 TO 20 SESSIONS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R 809 per hour
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with the Health Professions Council: Registration as a Specialist Orthopaedic Surgeon with the Health Professions Council of South Africa. 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 requirements of the job: Ability to successfully participate in an extremely busy orthopaedic service on a district level. Valid Driver's licence. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Trauma and Emergency Orthopaedic Surgery as well as district level elective orthopaedics.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of general Orthopaedic Surgery. The specialist primary responsibility would be trauma and emergency Orthopaedics at district level. Trauma and orthopaedic hours at hospitals within the regions as specified by the employer. Provision of clinical service delivery at specialist level of elective Orthopaedic Orthopaedic Surgery (district level). Participation in appropriate outreach programmes. Supervision of clinical and operative activities of Orthopaedic Registrars. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects. Training and Teaching of medical officers and orthopaedic registrars and relevant burden of disease Research and Audits.
<u>ENQUIRIES</u>	:	Dr D Stokes Tel No: (021) 402-6408

- 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/practical and oral assessment. 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 Sessional Specialist Orthopaedic posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 30 September 2024
- POST 33/357** : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE** : Metro TB Centre
- 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. 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 employee. A minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: A Valid Driver’s Licence. Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office.
- DUTIES** : Provision of Clinical services: Clinical management of all TB patients; referrals; admission and of new patients. Interact and co-operate with other health services Liaison with clinics, hospital and other health services. Ensure cost effective and safe usage of drugs. Provide Support to HOD: Participate in departmental activities and meetings; undertake general administrative tasks and tasks delegated by HOD. Serve on delegated committees and participated in operational research.
- ENQUIRIES** : Dr JB Te Riele Tel No: (021) 508-7400
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”. The pool of applicants will be considered for other vacant Medical Officer Sessional posts within the Chief Directorate:

CLOSING DATE

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Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
30 September 2024