



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2024

DATE ISSUED 04 OCTOBER 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 TRADE, INDUSTRY AND COMPETITION: Kindly note that the following positions: Director-General: Trade, Industry and Competition (Ref No: DG-001), Deputy Director-General: Competition Policy and Economic Planning (Ref No: CP&EP-001), Deputy Director-General: Spatial Industrial Development and Economic Transformation (Ref No: SID&ET-001), Deputy Director-General: Industrial Competitiveness and Growth (Ref No: IC&G-001), these positions, as advertised in the Public Service Vacancy Circular No. 34 of 2024, published on 20 September 2024, were incorrectly advertised with a closing date of 07 October 2023. The correct closing date is 07 October 2024. Applicants who have already submitted their applications do not need to re-apply. All other details and requirements in the advertisement remain unchanged. Applications can be submitted: Via e-mail to dticapplications@tianaconsulting.co.za (Ref no. should appear in subject line), by post to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria. Closing Date: 07 October 2024 Enquiries: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1310.

PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS: Kindly note that the following 12 posts were advertised in Public Service Vacancy Circular 34 of 2024 dated 20 September 2024 with 11 September 2024 as a closing date, The centers are amended as follows for Assistant Directors : Local Houses of Traditional & Khoi-San Leaders: Amathole (Ref No: COGTA 15A/09/2024, Chris Hani (Ref No: COGTA 15B/09/2024, Joe Gqabi (Ref No :COGTA 15C/09/2024, OR Tambo (Ref No :COGTA 15D/09/2024, Alfred Nzo (Ref No: COGTA:15E/09/2024) & Buffalo City (Ref No: COGTA:15F/09/2024) and The centers are amended as follows for Administrative Officers: Local Houses of Traditional & Khoi-San Leaders : Buffalo City (Ref No: COGTA 21A/09/2024, Chris Hani (Ref No: COGTA 21B/09/2024 , Joe Gqabi (Ref No :COGTA 21C/09/2024 , OR Tambo (Ref No :COGTA 21D/09/2024 , Alfred Nzo (Ref No: COGTA:21E/09/2024) & Amathole (Ref No: COGTA:21F/09/2024 The closing date will be 18 October 2024

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF HEALTH: (Umgungundlovu District, Northdale Hospital): Kindly note that the following posts were advertised in Public Service Vacancy Circular 35 dated 27 September 2024, The Professional (Specialty) – Emergency & Trauma: (2 posts) ref no: NDH06/2024 circular 35/2024 & The Professional (Specialty) – Specialty Operating Theatre And CSSD: (2 posts) ref no: NDH07/2024 circular 35/2024 have been withdrawn.

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GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria or Email to: Artisans24@gpw.gov.za
- FOR ATTENTION** : Ms. DD Kgosana / Ms. NW Mathibela, Human Resources Tel No: (012) 748 6277 /012 748 6297
- CLOSING DATE** : 21 October 2024 (16:00)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, 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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 36/01** : **CHIEF ARTISAN SECURITY WEB-FED PRINTING REF NO: GPW 24/01**
(Re-advertisement for Ref No: 23/61 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R455 223 per annum, (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test in Rotary Web-Offset /Lithography / Continuous Stationery Machine Minding. Grade 12 will be an added advantage. At least 10 years post-apprenticeship experience in Lithography/ Rotary Web-Offset Continuous Stationery Machine Minding of which 5 years' must have been in operating multi-color computerized web-fed machines. Concepta printing press experience will be an added advantage. 3 years' proven supervisory experience. Commitment to work shifts, Knowledge of Safety, Healthy, Environment and Quality (SHREQ) management requirements Act and other regulations and policies.
- DUTIES** : Operate and oversee an automated multi-color Web-Fed Continuous Stationery Concepta printing press with specialized finishing processes such as the Sheeter, Folder, and numbering and Web delivery unit. Assist in managing and or supervision of the Security Special product printing team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges and maintenance of the printing press. Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment is kept in good condition and regularly maintained and ensure that quality assurance and control of the printed security product processes are adhered to in accordance to SOP and customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHSA safety regulations. Monitor and mitigate plant related safety risks.
- ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 6329
- POST 36/02** : **CHIEF ARTISAN SECURITY SHEET-FED PRINTING REF NO: GPW 24/02**
(Re-advertisement for Ref No: 23/62 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R455 223 per annum, (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test in Lithography Machine Minding. Grade 12 will be an added advantage. At least 10 years post-apprenticeship experience in Lithography Machine Minding of which 5 years' must have been in operating multi-color computerized web-fed machines. Komori printing press experience will be an added advantage .3 years' proven supervisory experience. Commitment to work shifts,

- Knowledge of Safety, Healthy, Environment and Quality (SHREQ) management requirements Act and other regulations and policies.
- DUTIES** : Operate and oversee an automated multi-color Lithography printing press. Assist in managing and or supervision of the Security Special product printing team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges and maintenance of the printing press. Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment is kept in good condition and regularly maintained and ensure that quality assurance and control of the printed security product processes are adhered to in accordance with SOP and customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHSA safety regulations. Monitor and mitigate plant related safety risks.
- ENQUIRIES** : Mr T Khumalo, Tel No: (012) 748 6329
- POST 36/03** : **CHIEF ARTISAN EXAMINATION PACKAGING REF NO: GPW 24/03**
(Re-advertisement for Ref No: 23/63 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY CENTRE REQUIREMENTS** : R455 223 per annum, (OSD)
: Pretoria
: Grade 10 or equivalent qualification plus a completed apprenticeship in Mechanized Binding Trade Grade 12 will be an added advantage. At least 10 years' post-apprenticeship experience in a Finishing Production environment. At least 3 years' proven supervisory experience. Sound knowledge of mechanized binding, packaging and printing processes equipment Computer literacy (MS Office) Good interpersonal relations Have the Ability to overcome operational challenges, transfer of skills and commitment to work shift.
- DUTIES** : Operate packaging and finishing equipment and assist in managing and or supervision of the packaging team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges, maintenance, Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment is kept in good condition and regularly maintained and ensure that quality assurance and control of the packaging and finishing processes are adhered to in accordance to SOP and the customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHSA safety regulations. Monitor and mitigate plant related safety risks.
- ENQUIRIES** : Ms J. Seabela Tel No: (012) 748 6320
- POST 36/04** : **ARTISAN FOREMAN: EXAMINATION PACKAGING REF NO: GPW 24/04 (X2 POSTS)**
(Re-advertisement for Ref No: 23/65 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY CENTRE REQUIREMENTS** : R362 130 per annum, (OSD)
: Pretoria
: Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding Trade. At least 5 years' post apprenticeship experience. In depth knowledge of Bookbinding equipment and quality assurance and control measures. Ability to train, transfer skills and commitment to work shifts.
- DUTIES** : Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Saddle-Stich, Shrink Wrap, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Plan, allocate and organize Shop floor resources in compliance with production schedule and daily targets. Assist in Supervising, training, coaching and development of apprentices Artisans, and Printers' Assistants. Allocate tasks to Artisans and Printers' Assistants. Adhere to OHSA regulations and Government Printing Work policies.
- ENQUIRIES** : Ms. J Seabela Tel No: (012) 748 6320
- POST 36/05** : **ARTISAN FOREMAN: ROTARY WEB-OFFSET PRINTING GRADE A REF NO: GPW 24/05**
- SALARY CENTRE REQUIREMENTS** : R362 130 per annum, (OSD)
: Pretoria
: Grade 10 qualification plus a completed apprenticeship in Rotary Web-Offset Machine Minding. Passed Trade Test Certificate in Rotary Web Offset Machine Minding. Grade 12 will be an added advantage. At least five (5) years' post apprenticeship appropriate experience in operation of the multicolour Rotary Web-Offset printing equipment. Good knowledge of printing processes and equipment. Willingness to work shifts and extended working hours when the need arises.
- DUTIES** : Operate a multicolour Rotary Web-Offset Printing press. Ensure that Quality assurance and control and standard operation procedures are adhered to. Perform basic maintenance task in line with OEM and schedule maintenance plan requirements. Assist in training and developing of

staff, supervision and allocation of print orders and shop floor and production planning. Ensuring adherence to SHREQ processes.

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361

POST 36/06 : **ARTISAN FOREMAN: DIGITAL PRINTING LINE GRADE A REF NO: GPW 24/06 (X2 POSTS)**

SALARY : R362 130 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : Grade 10 qualification plus a completed apprenticeship in Lithography, Rotary Web-Offset or Continuous Stationery Offset Printing Trade. Passed Trade Test Certificate in any of the printing trade. Grade 12 will be an advantage. At least five (5) years' post apprenticeship appropriate experience. Good knowledge of multicolour printing processes and equipment. Willingness to work shifts and extended hours.

DUTIES : Operate multicolor Digital Printing press with online and offline finishing functions. Allocate resources and print orders accordingly. Effectively plan shop floor production. Execute prepress process involving all digital printing files. Continuously improve printing processes and ensure high quality standards of printed materials. Quality assurance and control of printing products. Supervise and train staff. Perform basic service maintenance tasks on printing presses in line with OEM and scheduled maintenance plan requirements. Ensuring adherence to SHREQ processes.

ENQUIRIES : Mr. E Mtshali Tel No: (012) 748 6361

POST 36/07 : **ARTISAN (SPECIALISED): DIGITAL PRINTING LINE REF NO: GPW 24/07 (X2 POSTS)**

SALARY : R341 124 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : Grade 10 qualification plus a completed apprenticeship in printing Trade. Passed Trade Test Certificate in Lithography, Rotary Web-Fed Offset or Continuous Stationery. Grade 12 will be an advantage. Five (5) years applicable post qualification experience operating multi-colour printing press. In depth technical knowledge of printing, processes and equipment. Willingness to work shifts and or extended working hours.

DUTIES : Operate Digital Printing equipment with online and offline finishing functions. Prepare and make ready of printing press and finishing lines. Assist with the prepress processes for all digital printing files. Provide in-depth technical printing advice and solutions for a seamless process flow, process design and printing products improvements. Enhance printing processes, productivity and ensure consistent quality printing throughout the process. Perform basic equipment maintenance. Adhere to service schedule maintenance of printing equipment as per the existing standards operating procedures and OEM requirements. Perform and ensure that Quality assurance and control procedures and processes are adhered to as per the Standard Operations Procedures applicable.

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361

POST 36/08 : **ARTISAN (SPECIALISED): LITHOGRAPHY SHEET-FED PRINTING REF NO: GPW 24/08**

SALARY : R341 124 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography Sheet-Fed Machine Minding, 5 years' post-qualification experience, Knowledge of computerized printing presses, good computer skills, Quality Conscious, Planning and organizing skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES : Operate Lithography multicolour-colour Sheet-Fed offset printing machine. Ensure that quality assurance and control on printing products is adhered to as per the customer's specifications, requirements and Standard Operation Procedures. Provide in-depth technical printing advice for a seamless production flow, process design and printing products improvements. Perform basic equipment maintenance. Assist with the training of staff when required. Adhere to Occupational Health and Safety regulations and procedures.

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361

POST 36/09 : **ARTISAN (SPECIALISED): ID SMARTCARD PERSONALISATION WORKSTATION ½ REF NO: GPW 24/09**

SALARY : R341 124 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or Equivalent qualification plus a completed apprenticeship. Grade 12 will be an added advantage. Five years post qualification experience in high security/ID/Travel Document/Relevant Printing Environment. Previous ISO certification/Experience will be an added advantage. Specialist knowledge of printing, processes and equipment. Understanding of Safety, Health, Environmental and Quality (SHERQ). Willingness to work shifts. Extended working hours may be required as and when.

- DUTIES** : Correct and efficient personalizing of ID Smart card documents, including card layout, data input, printing and encoding. Ensure that work is done according to the required schedule regarding timelines and quantities. Conduct proper quality control on personalized documents. Ensure efficient and effective movement and flow of work in progress in the Section. Monitor the reduction of wastage and efficiency baseline rate. Ensure that all procedures and systems relating to the protection of high security printed matters are adhered to by all staff in the section. Ensure effective conducting of Quality assurance. Ensure proper quality standards in the section on a continuous basis. Monitor safe and secure handling of the material throughout the production process in the section. Ensure compliance to Safety, health, environment, risk, and quality (SHERQ) management and OHS&A safety requirements. Perform supervisory functions as required. Keep the equipment in good condition machines/equipment in the section up to standard ensuring the production of high-quality documents? Correct settings, adjustments and running of the production machines/equipment in the section. Providing functional and technical advice to the staff in the section.
- ENQUIRIES** : Mr. F. Nagel Tel No: (012) 7486109
- POST 36/10** : **ARTISAN PRODUCTION: ROTARY WEB-FED OFFSET LITHO PRINTING GRADE A REF NO: GPW 24/10 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R230 898 per annum, (OSD)
: Pretoria
: Grade 10 qualification and the completed appropriate apprenticeship in Rotary Web Offset Printing Trade. Trade Test Certificate in Rotary Web Offset. Grade 12 will be an added advantage. Willingness to work shifts. Extended working hours may be required as and when.
- DUTIES** : Operate Web-offset printing presses optimally to ensure high quality of printed security and commercial products. Print customer's orders as per the customer's specification and requirements, trouble shoot and resolve printing technical and mechanical challenges that may arise before, during and after printing. Continuously perform quality control in line with the existing standard operating procedures. Resolve basic technical and mechanical challenges to ensure smooth production with less down time. Perform quality assurance and control during printing process on a continuously. Basic maintenance of printing machines according to the schedule ensuring efficient and continuous running thereof. Ensure compliance with Safety, healthy, working environment, in line with OHS&A safety procedures and regulations.
- ENQUIRIES** : Mr. T Khumalo Tel No: (012) 748 6329
- POST 36/11** : **ARTISAN PRODUCTION: DIGITAL PRINTING GRADE A REF NO: GPW 24/11 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R230 898 per annum, (OSD)
: Pretoria
: Grade 10 qualification and the completed appropriate printing apprenticeship in the printing industry (special products printing and finishing). Trade Test in certificate in the printing industry. Grade 12 will be an added advantage. Willingness to work shifts and Extended hours as and when the need arises.
- DUTIES** : Operate the Digital printing equipment with online and offline finishing process functions. Set and run the digital printing machines and in-line and offline finishing functions. Archive production targets, ensure that printing is completed on time and according to GPW standards and customer requirements. Print customer's orders as per the customer's specification and requirements, trouble shoot and resolve printing technical challenges that may arise before, during and after printing. Check quality during printing process on a continuous basis ensuring text colour correctness, etc. Basic maintenance of equipment according to the schedule ensuring efficient and continuous running thereof. Ensure compliance to Safety, healthy, working environment, risk, and quality (SHERQ) management and OHS&A safety requirements.
- ENQUIRIES** : Mr. E. Mtshali Tel No: (012) 748 6361
- POST 36/12** : **ARTISAN PRODUCTION: (ROLLCOLLATOR) REF NO: GPW 24/12 (X2 POSTS)**
(Re-advertisement for Ref No: 23/64 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY CENTRE REQUIREMENTS** : R230 898 per annum, (OSD)
: Pretoria
: Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Continuous Stationery Machine Minder Trade or Mechanized Bookbinding Trade Basic Computer literacy skill. Knowledge of Roll collator finishing equipment will be an added advantage. Quality assurance and control measures and commitment to work shifts.
- DUTIES** : Operate the Roll collator equipment. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Adhere to OHS&A regulations and Government Printing Work policies.
- ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 6329

- POST 36/13** : **ARTISAN PRODUCTION: EXAMINATION PACKAGING REF NO: GPW 24/13 (X6 POSTS)**
(Re-advertisement for Ref No: 23/66 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R220 533 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding printing Trade. Basic Computer literacy skill. Knowledge of CMC Packaging equipment will be an added advantage. Ability to operate various binding equipment such as Saddle-Sticher, Folding, Packaging machines and quality assurance and control measures. Commitment to work shifts.
- DUTIES** : Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Guillotine, Shrink Wrap, Foiling, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.
- ENQUIRIES** : Mr Enock Mtshali Tel No: (012) 748 6361
- POST 36/14** : **ARTISAN PRODUCTION: WEB-OFFSET PRINTING REF NO: GPW 24/14**
(Re-advertisement for Ref No: 23/67 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R230 898 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Rotary Web Offset Machine Minding, Grade 12 will be an added advantage. Knowledge of computerized printing presses and basic computer skills, Quality Conscious and attention to details, Planning and organizing skills, Commitment to work shifts.
- DUTIES** : Operate automated multi-color Rotary-Web-Fed printing press. Meet daily production targets as per the schedule and standard. Print high quality security products. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control measures on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.
- ENQUIRIES** : Mr Izac Carelse Tel No: (012) 748 6326
- POST 36/15** : **ARTISAN PRODUCTION: SHEET-FED PRINTING REF NO: GPW 24/15**
(Re-advertisement for Ref No: 23/68 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R230 898 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography Machine Minding, Grade 12 and KOMORI printing experience will be an added advantage. Knowledge of computerized printing presses and basic computer skills, Quality Conscious and attention to details, Planning and organizing skills, Commitment to work shifts.
- DUTIES** : Operate an automated multi-color Lithography printing press. Meet daily production targets as per the schedule and Standard Operation Procures. Print high quality security products. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control measures on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.
- ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 6329

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to sarah@tothetrecruitment.co.za
- CLOSING DATE** : 18 October 2024 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 36/16** : **DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: DOHS/10/2024**
Branch: office of the Director-General
Chief Directorate: Executive Support
Directorate: Risk And Integrity Management
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric/Grade 12 or equivalent, relevant Undergraduate Diploma/ Degree in Risk Management/ Business Management; Auditing or any other relevant qualification (NQF level 7 as recognised by SAQA). 5 years' relevant experience at Middle/ Senior Management level. Registered with the Professional body, IRMSA/ ACFE. Advanced Risk Management skills. Excellent analysis and problem-solving skills. Manage operations to achieve the planned outcomes of the Directorate: Risk and Integrity Management. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience in Financial Prescripts and Practices as well as strategic capacity and leadership. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.
- DUTIES** : The successful candidate will be expected to manage the provision of risk management services; Coordinate the development and monitor implementation of Business Continuity Plan; Manage anti-corruption and fraud prevention systems; Manage the provision of ethics and integrity management services; Manage resources allocated to the Directorate.
- ENQUIRIES** : Mr C Ramalepe Tel No: (012) 444-9113
- NOTE** : Female candidates and people with disabilities are encouraged to apply.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 21 October 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.

ERRATUM: Kindly note that the requirement for the of Deputy Director: Magistrate Commission with Ref No: 24/60/CS, post 35/24 Advertised in the Public Service Vacancy Circular 35 on 27 September 2024 with a closing date 14 October 2024 is amended to A minimum of 3 years' experience at managerial (Assistant Director) level not 2 years. We apologize for the inconvenienced caused.

OTHER POST

POST 36/17 : **COURT INTERPRETER REF NO: 24/13/KZN**

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

CENTRE : Pinetown Magistrate Office

REQUIREMENTS : Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and IsiXhosa (indigenous languages) are compulsory; Three months Practical experience and drivers license will be an added advantage. 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 : Ms V.T. Mlandiso Tel No: (031) 372 3000.

APPLICATIONS : 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 DOJ24-13-KZN@justice.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) 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) and Constitutional Court:** 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.
- : **Gauteng Division of the High Court:** Johannesburg/Pretoria: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- : **Eastern Cape Division of the High Court:** Gqeberha/Bisho: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

CLOSING DATE
NOTE

- : 18 October 2024
- : 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 36/18** : **DEPUTY DIRECTOR: SOLUTIONS ARCHITECTURE REF NO: 2024/157/OCJ**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Grade 12 and a three (3) year National Diploma in Computer Science or Engineering or Informatics or equivalent at NQF level 6 with 360 credits as recognized by SAQA. A minimum of 3 years' in system administration and support at Assistant Director/ Junior Management level, have knowledge of TOGAF with understanding of Government Wide Enterprise Architecture (GWEA). Valid drivers' license. Skills and Competencies: Knowledge or certifications in Microsoft Azure Administration, Microsoft Developing Solutions for Azure, Microsoft Azure DevOps Engineer and MCSA: Windows Server/Cloud Technology, Migration from on premise, infrastructure to cloud environments, Strong knowledge and experience in methodologies such as TOGAF, Service Orientated Architecture, ITIL, SDLC, Strong knowledge and experience in technical Competencies such as Cloud Practitioner, Good communication skills (written and verbal), Ability to adapt to constantly changing environment and quickly build understanding of business and ICT, Planning and organizing skills, Report writing skills, Negotiation skills, Good interpersonal skills, ICT Architecture, Project Management, Unified Modelling Language and Design toolsets. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Systems administration and support for all the solutions that are deployed at the OCJ. Ability to provide support on Microsoft Azure. Monitor and analyze performance on OCJ cloud platform. Provide support to project management for system design and implementation, Conform to governance, compliance and risk regulations and standards, Establish and enhance relationships and network with partners, customers, Contribute to the Cloud Platform Services Solutions based on the ICT Strategy and Operational Model. This role involves active engagement in business analysis, encompassing information acquisition analysis and design, data access analysis and design, archive and recovery strategy development, security considerations, and change management processes. Furthermore, participation in the development of CGICT documents, ICT Governance Terms of Reference (charters), and providing input into business cases is essential. To maintain transparency and accountability, all work is diligently reported and documented within regular reporting cycles.
- ENQUIRIES** : Technical Enquiries: Mr D Reid Tel No: (010) 493 8755
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- APPLICATIONS NOTE** : Applications can sent via email at Recruitment01@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 36/19** : **JUDGE'S SECRETARY REF NO: 2024/159/OCJ**
(Re-advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Land Court: Randburg
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.
- 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 (Judgment 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 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 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.

ENQUIRIES : Technical/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can sent via email at Recruitment05@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 36/20 : **SENIOR COURT INTERPRETER REF NO: 2024/160/OCJ**

SALARY : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Pretoria
REQUIREMENTS : Applicants should be in possession of Grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 year National Diploma (NQF 6) in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiXhosa). Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service.

DUTIES : Render interpreting services in criminal court, civil court, labour and quasijudicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.

ENQUIRIES : Technical/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can sent via email at Recruitment06@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 36/21 : **ADMINISTRATION CLERK: DCRS REF NO: 2024/161/OCJ**

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

CENTRE : Eastern Cape Division of The High Court: Gqeberha
REQUIREMENTS : Matric certificate equivalent qualification. Skills and Competencies: Computer literacy (MS Office), Good communication skills (written and verbal), Good administration and organizational skills, Customer service skills and ability to work under pressure, Good interpersonal and public relation skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES : Technical Enquiries: Ms P Boya-Nyhiba Tel No: (041) 502 6626
 HR Enquiries: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can sent via email at Recruitment07@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 36/22 : **REGISTRAR'S CLERK REF NO: 2024162/OCJ**

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

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court: Johannesburg
	:	Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added 24 advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. 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. Attention to detail and Customer service skills orientated. 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 efficient and effective support services to the Court; Issuing of Court process; Case management duties; Render customer support duties /functions; Prepare, analyse and submit Court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and archiving of both Civil and Criminal process; Attending to case management and set down notices; Act as a liaison between Judges and Legal Practitioners; Requisitioning of accused persons from prison; Attend to correspondence and enquiries from the public and stakeholders; Prepare and send cases to transcribers for appeal and review purposes; Attend to complaints from prisoners and members of the public; Administrative duties in respect of mental health, petition, review and appeal matters; Act as a liaison between Registrar and Legal Practitioners; Registering of Full Bench Appeals; Allocation of records and documents to judges; serving documents on the NPA; Submission of monthly criminal trial statistics and Full Bench Appeal ; Retrieving of files from archives; Service of records to the NPA for the purpose of obtaining notice of set down; Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor. Provide assistance on electronic filing system to lower courts and public.
<u>ENQUIRIES</u>	:	Technical Mr R Matonya Tel No: (010) 494 8395/Hr Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can sent via email at Recruitment10@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 36/23</u>	:	<u>TYPIST REF NO: 2024/163/OCJ</u>
<u>SALARY</u>	:	R183 279 - R215 892 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela High Court
	:	Matric certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. A valid Driver's license will serve as an advantage. Skills and Competencies Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. 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>	:	Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.
<u>ENQUIRIES</u>	:	Technical Ms YV Seswene Tel No: (013) 492 2213 /HR Enquiries: Mr S Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS NOTE</u>	:	Applications can sent via email at Recruitment08@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 36/24</u>	:	<u>MESSENGER REF NO: 2024/164/OCJ</u>
<u>SALARY</u>	:	R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Division of The High Court: Middleburg
	:	Grade 10 or abet certificate; Matric Certificate will be an added advantage: Skills and Competencies: Computer literacy (MS Word/Excel). Good communication skills (written and verbal). Good interpersonal relations. Customer service. Interpersonal skills. Conflict Management. Work ethic and motivation. Professional appearance and conduct Self-Management. All shortlisted candidates shall undertake a preentry 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 efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges. Being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Mr S Zwane / Mr MV Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can sent via email at Recruitment09@judiciary.org.za
NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

GRADUATE SCHEME
Judge's secretaries: Gauteng Division of the High Court

NOTE : Gauteng Division of the High Court invites applications from suitable candidates seeking appointment as Judge's Secretaries for 2025. Each Judge of the Gauteng Division of the High Court is assisted by a Judge's secretary whose primary function is to carry out secretarial support and professional legal support including legal research for their respective Judges. Appointments will be made for the periods January 2025 to December 2028 dependent on each Judge's requirements. Recommended applicants should indicate the period for which they wish to be considered. Applications will be considered by Judges of the Division. The Office of the Chief Justice seeks to ensure that persons selected are broadly representative of the South African population in terms of race, youth, gender and background.

OTHER POST

POST 36/25 : **JUDGE'S SECRETARIES (X64 POSTS)**
(48 Months Non-Renewable)

SALARY : R308 154 – R362 413 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of the High Court: Pretoria Ref No: 2024/165/OCJ (X33 Posts)
Gauteng Division of the High Court: Johannesburg Ref No: 2024/166/OCJ (X31 Posts)

REQUIREMENTS : Applicants should be in possession of a Matric certificate and an LLB degree or a four (4) year legal qualification (or equivalent). A valid driver's license. Shortlisted candidates will be required to pass a typing proficiency test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : To ensure attendance and screening of all incoming and outgoing telephone calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that judgments are typed and correspondences is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure that all visitors in the Judge's Chambers, 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 the Judge has access to all his allocated files and 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 Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgments is updated timeously and that the Statistics officer as well as the office of the Judge President is notified when judgment remains outstanding and/or has been handed down. To ensure that 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 the time 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 the 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 Case lines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the 11 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) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judges library are attended to. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. The Department reserves the right not to make any appointment(s)

ENQUIRIES : Technical Ms M Campel Tel No: (010) 492 6799, Ms S Kajee Tel No: (010) 494 8589

APPLICATIONS

HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
:
Contract Judge's Secretary: Johannesburg High Court: Applications can sent via email at Recruitment04@judiciary.org.za
Contract Judge's Secretary: Pretoria High Court: Applications can sent via email at Recruitment03@judiciary.org.za
NOTE
Organisation 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 : 18 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 over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please not 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 36/26 : **PROFESSIONAL TOWN AND REGIONAL PLANNER: (GRADE A) REF NO: 2024/95**
Directorate: Metropolitan Planning

SALARY : R721 476 per annum, (all-inclusive OSD salary package)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislations/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. Valid driver's license. Willing to travel extensively. Knowledge and Skills: Conversant with Built Environment related legislation / policies. In-depth understanding of Site Clearance process. Well-developed Project Management. -Understanding of property development. Stakeholder management skills. Problem solving; Decision making; Communication; Interpersonal, Report writing, Presentation Computer literacy; Ability to design layout and drafting of maps and Negotiation skills.

DUTIES : Manage spatial development for state accommodation solutions within the spatial development plans (frameworks) / integrated development plans (IDP) of metropolitan municipalities to ensure integration. Ensure verification and Interpretation of Client departments' needs, preference and space norms. Ensure community involvement and stakeholders support in projects. Manage site analysis/ audit; approval and clear sites for development. Provide timely progress reports and briefings to client departments. Ensure the appointment, briefing, administration and payment of professional service providers in accordance with DPW and other related government guidelines. Prepare consultant appointment terms of reference and scrutinize development conditions. Ensure effective relationship with Client departments, User Demand Managers, Portfolio Managers, Professional Services, Head & Regional Office Project Managers as well as other relevant government role players. Apply project quality control and pro-actively remove constraints that delay the site clearance process. Negotiate land availability and enter into service level agreements with service providers and various stakeholders. Provide professional and technical support to the implementation teams at Head and Regional offices. Develop and inform relevant stakeholders of site clearance processes. Verify and evaluate project compliance with legal and development conditions. Resolve issues pertaining to environmental and heritage impact, traffic engineering, land use, site demarcation and site development plans. Resolve any town planning and other related development matters that affect client sites or assets. Drafting and mapping of concepts for Government Precinct plan using GIS, Computer Aided Design software. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct location report. Provide professional advice on town planning issues. And perform any professional responsibilities that may be delegated by Principals in the Directorate.

ENQUIRIES : Ms E Mpondo Tel No: (012) 492 2245
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment24-17@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 36/27 : **PROFESSIONAL TOWN AND REGIONAL PLANNER: (GRADE A) REF NO: 2024/96**
Directorate: Districts and Rural Planning

SALARY : R721 476 per annum, (all-inclusive OSD salary package)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Background of Town Planning legal aspects (Acts/Legislations/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. Valid driver's license. Willing to travel extensively. Knowledge and Skills: Conversant with Built Environment related legislation / policies. In-depth understanding of Site Clearance process. Well-developed Project Management. Understanding of property development. -Stakeholder management skills. - Problem solving; Decision making; Communication; Interpersonal, Report writing, Presentation Computer literacy; Ability to design layout and drafting of maps and Negotiation skills.

DUTIES : Manage spatial development for state accommodation solutions within the spatial development plans (frameworks) / integrated development plans (IDP) of metropolitan municipalities to ensure integration. Ensure verification and Interpretation of Client departments' needs, preference and space norms. Ensure community involvement and stakeholders support in projects. Manage site analysis/ audit; approval and clear sites for development. Provide timely progress reports and briefings to client departments. Ensure the appointment, briefing, administration and payment of professional service providers in accordance with DPW and other related government guidelines. Prepare consultant appointment terms of reference and scrutinize development conditions. Ensure effective relationship with Client departments, User Demand Managers, Portfolio Managers, Professional Services, Head & Regional Office Project Managers as well as other relevant government role players. Apply project quality control and pro-actively remove constraints that delay the site clearance process. Negotiate land availability and enter into service level agreements with service providers and various stakeholders. Provide professional and technical support to the implementation teams at Head and Regional offices. Develop and inform relevant stakeholders of site clearance processes. Verify and evaluate project compliance with legal and development conditions. Resolve issues pertaining to environmental and heritage impact, traffic engineering, land use, site demarcation and site development plans. Resolve any town planning and other related development matters that affect client sites or assets. Drafting and mapping of concepts for Government Precinct plan using GIS, Computer Aided Design software. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct location report. Provide professional advice on town planning issues. And perform any professional responsibilities that may be delegated by Principals in the Directorate.

ENQUIRIES : Mr T Rachidi Tel No: (012) 406 1885

APPLICATIONS

: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment24-18@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

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

- APPLICATIONS** : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and / or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: olwethu.desi@dedea.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.
- CLOSING DATE** : 18 October 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POSTS

- POST 36/28** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/01**
(Re-advert)
- SALARY** : R849 702 – R1 000 908 per annum (Level 11)
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate/ Matric, B Degree NQF Level 7 in Social Science, / any equivalent qualification. 3-5 years relevant supervisory experience. A valid driver's license.
- DUTIES** : Provide administrative services to the office of the MEC. Manage financial support services. Develop, implement and maintain administrative systems and procedures in the office of the MEC. Manage the registry of the office of the MEC. Perform and manage administrative and related functions.
- ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
- POST 36/29** : **REGISTRY CLERK: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/02**
(Re-advert)
- SALARY** : R216 417- R254 928 per annum (Level 05)
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate/ Matric/ any relevant qualification at NQF Level 4.
- DUTIES** : Provide registry services. Handling incoming and outgoing correspondence, Render filing and record management services. Process documents for archiving and/or disposal.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

POST 36/30 : **DRIVER/MESSENGER: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/03**
(Re-advert)

SALARY : R183 279 - R215 892 per annum (Level 04)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate / Matric/ any other relevant NQF level 4 qualification. 1 -2 years relevant experience. A valid driver's license.

DUTIES : Render driver services. Provide messenger services. Ensure routine maintenance of vehicles.
ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

POST 36/31 : **FOOD SERVICE AID: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/04**
(Re-advert)

SALARY : R131 265 - R154 626 per annum (Level 02)
CENTRE : Bhisho
REQUIREMENTS : NQF level 1 /ABET level 4 certificate or equivalent.
DUTIES : Prepare food, snack and beverages. Prepare boardroom for meetings and special events. Provision of catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

DEPARTMENT OF EDUCATION

APPLICATIONS : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.

CLOSING DATE : 18 October 2024

NOTE : No Late applications will be accepted applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a 24 months contract. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

- POST 36/32** : **DIRECTOR: YOUTH AND SPECIAL PROGRAMMES REF NO: DOECB01/10/2024**
Unit: Executive Governance and Support
Re-Advert (previously applied candidates may re-apply)
- SALARY** : R1 216 824 – R1 433 355 per annum
CENTRE : Provincial Office – Zwelitsha
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science, Business Management, Public Management/Public Administration. Five (5) years' relevant experience at Middle Management Level in an Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Must be computer literate and have a valid driver license. Accountability and Responsibility. Leadership. Planning and Execution. Communication. Basic condition of Employment Act. Employment Equity Act. Treasury Regulations, Public Finance Management Act (PFMA), Labour Relations, Act No. 75 of 1995. Skills Development, Act No.97 of 1999. Constitution of the Republic of South Africa, Act No. 108 of 1996. Public Service Act, Proclamation 103 of 1994 as amended. Public Service Regulations, 2016. Public Finance Management Act (PFMA), Promotion of Access to Information Act, All youth development prescripts. All disability prescripts. All women and gender prescripts. Military veteran's policy. Labour Relations Act, 1995. Employment Equity Act, 1998. Basic Conditions of Employment Act, 1997.
- DUTIES** : Integrated Strategy and Plan: Establish consultative forum with all departmental programmes. Establish focus groups to develop strategies for each group. Report on progress made about issues of Special Programmes and empowerment of designated group. Coordinate, promote and ensure participation of all departmental programmes in ensuring mainstreaming and integration of SPU in the mainstream of the department. Mainstreaming: Co-ordinate participation of all departmental Programmes in relevant activities Monitor implementation of Employment Equity Plan. Co-ordinate integration of universal access Advocacy: Conduct awareness programmes on the rights and opportunities for vulnerable groups. Promote equal opportunities for Women, Women with disabilities, Elderly, Children and Military Veterans: Initiate partnership with both internal and external stakeholders. Empowerment: Leadership Development initiatives. Assess youth and women representivity in management of contractors doing business with the department. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Mr N Mtshotana Tel No: (040-608 4200)
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

OFFICE OF THE PREMIER

- APPLICATIONS** : Must be submitted using only the eRecruitment system which is accessible at <https://erecruitment.ecotp.gov.za/>. The Provincial e-recruitment system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, Password issues, email Address issues, send an email with your ID Number, your profile email address, details of your issue to: HODrecruitment@ecotp.gov.za (NB: For Technical Support only – Not CVs). Do not send your CV to this email, should you do so, it will be regarded as a lost and will be not considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri).
- CLOSING DATE** : 18 October 2024
NOTE : Applications Received After Closing Date Will Not Be Considered. No Faxed / No Emailed/ Applications Will Be Accepted Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. for SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team.

Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

- POST 36/33** : **HEAD OF DEPARTMENT: COMMUNITY SAFETY REF NO: OTP-DOCS01/09/2024**
(Five-Year Performance Based Contract)
- SALARY** : R1 741 770 – R1 962 090 per annum (Level 15), (an all-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE** : Bhisho
- REQUIREMENTS** : An appropriate qualification at NQF level 8 as recognised by SAQA, preferably in Management Sciences or Safety and Security. Ten (10) years' relevant experience at senior management level preferably 3 years within the safety and security environment/field. Professional registration with a relevant institution as well as experience within the safety and security sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Safety and Liaison and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensuring integrated intra and inter-departmental / sphere planning, collaboration and delivery of Safety and Security programmes and services, including Community Safety. Manage and coordinate the community safety mandate of the department on a provincial and district level. Provide Civilian Oversight to implement programmes outlined in the Provincial Crime Prevention Strategy (PCPS) through collaboration with all spheres of government and civil society. Provide Social Crime Prevention services. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Safety and Liaison. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision-making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.
- ENQUIRIES** : Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662.
: For e-Recruitment, send email to: HODrecruitment@ecprov.gov.za (Females and disabled persons are encouraged to apply).

OTHER POSTS

- POST 36/34** : **PROJECT MANAGER: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 01/09/2024**
Re-Advertisement: Previously applied candidates may re-apply
(Fixed Term Contract of 12 Months)
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), all-inclusive package
CENTRE : Bisho
REQUIREMENTS : Matric with an NQF Level 6/7 Degree/National Diploma as recognised by SAQA in Human Resource Development, Public Administration/Management, Development Studies or Project Management. Minimum of three - five (5) years in the Project Management Field and the Skills Development terrain of which three (03) years must be at an Assistant Director level in the related field. A valid driver's license HRD Technical Knowledge and Skills re Learnerships/ Apprenticeship/Skills Programmes; Sound knowledge of government policies and legislative framework of HRD, Knowledge of the theory and practice of HRD, QCTO, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations. Computer literate and have knowledge of working on skills development systems.
- DUTIES** : Support the Strategic Skill Team with expertise in Skills Project implementation of donor funded projects. Identify opportunities and take action to build strategic relationships to help achieve L&D objectives. Maintain and manage stakeholder relations. Build professional relationship through engagement and regular communication and feedback with strategic partners. Analysing the SETA sector skills plan to ensure alignment to L&D strategic programmes. Contribute to the learning and development operations plan. Develop a skills Development monitoring, evaluate and reporting framework to measure effective implementation principles. Have experience in the implementation of Learnerships and Apprenticeships. Have experience in liaising with a variety of Private Employers for the implementation of the above skills interventions. Understand and have experience in quality assurance of the above interventions. Monitor the progress of learners on Apprenticeships/Learnerships and Skills Programmes. Managed the contracts of appointed service providers. Prepare funder reports on a quarterly basis on the progress of projects.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A.Mpuhlu at 060 472 9836.
: For eRecruitment enquiries email: recruitment@ecotp.gov.za
- POST 36/35** : **ACCOUNT CLERK: CREDITORS PAYMENT & RECONCILIATION REF NO: OTP 02/09/2024**
- SALARY** : R216 417 – R254 928 per annum (Level 05)
CENTRE : Bhishe
REQUIREMENTS : National Senior certificate with no experience. Experience in Finance /SCM environment with post qualification (NQF 6) in Commerce/Financial Management or Accounting will be added advantage. Competencies and capabilities: Knowledge of PFMA, Treasury Regulations & Financial Manual Knowledge of MS EXCEL, BAS, LOGIS. written communication skills, Numerical/financial skills, problem solving skills & creativity.
- DUTIES** : Render assistance in the establishment and implementation of governance systems: Receive invoices from suppliers and end-users and record on the Invoice receiving register. Verify the accuracy of invoice and match with the Purchase Order to detect errors, and fraud. Request Purchase Orders for all invoices from SCM, Prepare Submit invoices to Creditors Reconciliation Unit for verification. Liaise with SCM regarding invoices received with no Purchase Orders and Internal & External Clients.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.
: For eRecruitment enquiries email: recruitment@ecotp.gov.za
- NOTE** : Youth and Persons with Disabilities are encouraged to apply

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 36/36** : **MEDICAL SPECIALIST REF NO: REFS/021613**
Directorate: Surgery (Vascular 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 qualification that allows registration with the HPCSA as a Medical Specialist in Surgery. HPCSA registration as Medical Specialist in Surgery. No experience required after registration with the HPCSA as a Medical Specialist in Surgery.
- DUTIES** : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training And Teaching: Advice and supervise Registrars and Fellows. Formal teaching to postgraduate and undergraduate and postgraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve knowledge and clinical outcomes.
- ENQUIRIES** : Prof T.E. Luvhengo Tel No: (011) 488 3373
Ms L. Maseko Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcentre.gpg.gov.za>. Please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
- CLOSING DATE** : 18 October 2024
- POST 36/37** : **MEDICAL SPECIALIST: EMERGENCY MEDICINE GRADE 1-3 REF NO: REFS/021736**
Directorate: Emergency Medicine
- SALARY** : Grade 1: R1 271 901 per annum, (all inclusive)
Grade 2: R1 451 214 per annum, (all inclusive)
Grade 3: R1 680 780 per annum, (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB, MMed (Emergency Medicine) and FCEM qualifications. A valid registration with the HPCSA as a Medical Specialist: Emergency Medicine. Current registration with HPCSA. One or more publication in accredited journals. Medical Specialist **Grade 1**: No experience required. **Grade 2**: five (5) years appropriate experience and **Grade 3**: Ten (10) years appropriate

experience. The candidate must show interest in research. Publications in peer reviewed journals.

DUTIES

: Provide medical direction, help and advice to emergency department doctors, Nursing staff and other disciplines. Acts as a triage coordinator in multi-person/ disaster cases. Training of students, doctors and registrars in Emergency Medicine. Presentation at academic days and departmental morning meetings. Clinical audits in the Emergency department. Supervise registrar research. Attending of departmental meetings. The successful candidate will be responsible for PMDS of Registrars and Medical Officers in Emergency Medicine. Ensure after hours consultant coverage in the department.

ENQUIRIES

: Prof V Lalloo Tel No: (012) 373 1018

APPLICATIONS

: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng_professional_jobcentre.gov.za

NOTE

: Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Note: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 18 October 2024

POST 36/38

: **MEDICAL SPECIALIST REF NO: REFS/021742**
Directorate: Oncology

SALARY

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

CENTRE

: Kalafong Provincial Tertiary Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as an independent Medical Specialist in Medicine with or without a certificate in Oncology or Clinical Oncologist **Grade 1:** No experience required after registration with the HPCSA as Medical Specialist in a normal Speciality. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. Current registration with HPCSA (2023). The Medical Specialist without a certificate in oncology, the candidate will have to do a fellowship part-time in conjunction with the Oncology department at Steve Biko Academic Hospital. The candidate must be able to work independently and under pressure, and provide after hours, on-call cover.

DUTIES

: The successful candidate will be expected to work in Oncology under the Department of Internal Medicine at Kalafong Provincial Tertiary Hospital. The candidate will be responsible for coordinating medical oncology services at Kalafong Provincial Tertiary Hospital and clinical care to all in-patient and outpatients who require chemotherapy. The service will include follow-up and treatment of outpatients with malignancies at the Oncology clinics. This service receives referrals for chemotherapy from all the specialist disciplines in Kalafong Provincial Tertiary Hospital. This post will require supervision of medical officers working in Oncology. The main responsibility will be to supervise, assess, evaluate and follow-up patients with malignancies who require cancer chemotherapy. The successful candidate will also have to liaise with the Oncology department at Steve Biko Academic Hospital (SBAH).

ENQUIRIES

: Prof D Van Zyl Tel No: (012) 3731075

APPLICATIONS

: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001or www.gauteng.professional.jobcentre.gov.za

NOTE

: Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Note: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical

exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 18 October 2024

POST 36/39

: **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: REFS/021738**

Directorate: Operating Theatre Complex

SALARY

: R1 094 880 per annum, (all inclusive)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Basic qualification (diploma/ degree in nursing) and midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognisable experience at management level. Post basic degree/diploma in Nursing Administration or Health Service Management; and 1 year post basic course in Operating Theatre is compulsory. Computer literacy will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure.

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 as part of preparation towards NHI. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish and participate in an inter-professional and multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Establish and implement norms and standards for quality nursing practice and monitor compliance. Improve the skills and competencies of the staff. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Utilize information technology to enhance patient outcomes and other management information systems to manage nursing informatics, and for the enhancement of service delivery. Manage nursing and hospital projects.

ENQUIRIES

: Ms A Tshitereke Tel No: (011) 488 3787

Ms M Maseko Tel No: (011) 488 3711

APPLICATIONS

: Applications to be submitted online at <http://professionaljobcentre.gpg.gov.za> (On a PDF Format only). Please use the reference as the subject. Alternatively hand- deliver at: Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193. Admin Building, Room 08.

NOTE

: Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

: 18 October 2024

POST 36/40

: **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: REFS/021740**

Directorate: Nursing Services & Clinical Education and Training Unit

SALARY

: R1 094 880 per annum, (all inclusive)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Basic qualification (diploma/ degree in nursing) and midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a

Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognizable experience at management level. Post basic degree/diploma in Nursing Administration or Health Service Management; and Nursing Education is compulsory. Computer literacy will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure.

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 as part of preparation towards NHI. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish and participate in an inter-professional and multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Establish and implement norms and standards for quality nursing practice and monitor compliance. Improve the skills and competencies of the staff. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Oversee facilitation of teaching prospective nursing professionals' clinical skills, patient care methods, and best collaboration practices. Manage staff performance and development. Utilize information technology to enhance patient outcomes and other management information systems to manage nursing informatics, and for the enhancement of service delivery. Manage nursing and hospital projects.

ENQUIRIES : Ms A. Tshitereke Tel No: (011) 488 3787
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://professionaljobcentre.gpg.gov.za> or hand-delivered to Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown ,2198, Admin Building, Room 08. Please Use the Reference as The Subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females, White Males and White Females, African Males and African Females are encouraged to apply.

CLOSING DATE : 18 October 2024

POST 36/41 : **REGISTRAR (MEDICAL) REF NO: REFS/021736**
Directorate: Ophthalmology

SALARY : R949 146 per annum, (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of the Colleges of Medicine Part 1 examination of the FC Ophth (SA) and MMED Part 1. The candidate should have at least six (6) months experience in surgical experience as a Medical Officer in Ophthalmology Department.

DUTIES : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Outreach including rotation at satellite and partner hospitals associated with the University of Pretoria. Research project for MMed. Participate in departmental activities in relation to teaching and research. Cost effective usage of resources, including laboratory, Radiology and Pharmacy. Proper communication with other staff members (all disciplines), paramedical disciplines, patients or their relatives regarding the condition as well as a treatment plan. The candidate will have to complete a research project as required by the

HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

**ENQUIRIES
APPLICATIONS**

: Dr. A Sewanywa Tel No: (012) 318 6995
: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 www.gauteng.professional.jobcentre.gov.za)

NOTE

: Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Note: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 18 October 2024

POST 36/42

: **MEDICAL REGISTRAR (X2 POSTS)**
: Directorate: Internal Medicine

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R949 146 per annum, (all inclusive)
: Kalafong Provincial Tertiary Hospital
: MBChB degree Registered as an Independent Medical Practitioner with HPCSA. Applicants must have an interest in Internal Medicine. The post is a combined training position between Kalafong Provincial tertiary Hospital and the University of Pretoria. The successful candidate will be expected to work in Internal Medicine for four (4) years and will have to perform after hour calls. Preference will be given to South African citizens and candidates who already completed part one (1) of the FCP examination. All registrars will be expected to register as MMed student at the University of Pretoria and will have to complete a research project in a field of his / her choices in internal medicine.

DUTIES

: The successful candidate will be expected to do daily ward rounds, seeing all patients allocated to him or her and making daily clinical notes in patient records. Actively seeing patients on calls.

Effectively supervising juniors. Proper communication with other staff members, nursing staff, paramedical disciplines, patients and or their relatives. Cost effective usage of resources, including laboratory, radiology, and pharmacy will be expected. Working effectively in the specialist clinics and or outpatient clinic. Doing procedures as required for proper work-up of patients, e.g. Bone marrow aspirations, LP etc. Manage patients according to accepted guidelines. Attending academic activities on a regular basis and presenting at meetings. Contribute to undergraduate training and help with student examinations Contribute towards and participating in departmental research projects. Ensure that all patient related administrative tasks are properly done.

- ENQUIRIES** : Prof DG Van Zyl Tel No: (012) 373 1075
- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng.professional.jobcentre.gov.za
- NOTE** : Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Note: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
- CLOSING DATE** : 18 October 2024
- POST 36/43** : **OCCUPATIONAL MEDICAL OFFICER GRADE 1-3 REF NO: CCRC/OMP/2024**
Directorate: Clinical Services
- SALARY** : Grade 1: R457 per hour for less than five years' experience
Grade 2: R521 per hour for more than 5 years' experience
Grade 3: R603 per hour for more than 10 years' experience
- CENTRE** : Cullinan Care & Rehabilitation Centre

- REQUIREMENTS** : An appropriate qualification (MBBCh / MBChB) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Postgraduate Diploma in Occupational Medicine as recognized by the HPCSA plus at least three (3) years of experience in occupational health service; (applicants are submitting Z83 and CV Only and all other documents are submitted by shortlisted candidates) **Grade 1:** No experience required after registration as Medical Practitioner; **Grade 2:** A minimum of 5 years appropriate experience after registration as a Medical Practitioner; **Grade 3:** A minimum of 10 years appropriate experience after registration as a Medical Practitioner. A valid driver's license. Medical Officers should understand the PILIR management. Knowledge of current health and public service legislation and policies.
- DUTIES** : Provide professional occupational health and primary healthcare service. Provide comprehensive best practice medicine, environmental, health, occupational hygiene, employee wellness, and occupational safety programmes to the workforce. Manage trauma and injury on duty. Conduct medical assessment for fit for duty and conduct the comprehensive Medical Surveillance Programs; Advise Senior Management on occupational health-focused medical programmes and interventions. Providing information, training, and education on occupational health, safety, psychological matters, and ergonomics to management and the employees; Supporting and monitoring the implementation of occupational health and safety legislation; Implementing a biological monitoring programme according to employees' risk and advice on hazardous exposure in the workplace; Participation in the workplace health promotion programmes; Be part of multidisciplinary team and advice on Health Risk Assessments make recommendation and referrals to other Clinical practitioners. Assist with the management of absenteeism due to illness or injury. Submit monthly reports to management.
- ENQUIRIES** : HR Enquiries: Ms. MB Mentoor Tel No: (012) 734 7000
Technical Enquiries: Dr. Seopela VO Tel No: (012) 734 7000, ext. 246
- APPLICATIONS** : The applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road Cullinan, or posted to Private Bag X1005, Cullinan, 1000 or emailed to the following address: Cullinancare.HRrecruitment@gauteng.gov.za
- NOTE** : If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. Notes: Applications must be submitted on a new approved Z83 form with comprehensive CV, applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only) Failure to submit all the requested documents will result in the application not being considered. Note: People with disability are encouraged to apply.
- CLOSING DATE** : 22 October 2024

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
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.

OTHER POSTS

- POST 36/44** : **HEAD CLINICAL UNIT (ORTHOPEADICS) REF NO: MAD 13/202) (X1 POST)**
- SALARY** : Grade1: R1 976 707 – R2 097 327 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : An appropriate qualification in the appropriate Health Science (MBCHB); Plus, Current registration with the Health Professionals Council of South Africa as a Specialist in the category of Orthopaedics. Plus at least Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a medical specialist in the category of Orthopaedics. Knowledge, Skills and Competencies required: - Sound Clinical knowledge and expertise in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
- DUTIES** : Planning and implementation of Specialist Orthopaedic services (Outpatient, Inpatient and Operating Theatre lists). Participate/provision if after-hour service. Co-ordination and equitable rationalization of Specialist Orthopaedic service Amajuba District and outlying drainage areas. Liaison with institutional management of hospitals in the district and drainage areas to improve quality of care. Facilitation of staff training and development. Participate /support the outreach programme to the referring Hospitals and Clinics. Liaison with the relevant Chief Specialist regarding service development. Develop a training program for medical, nursing and allied services. Develop policies and guidelines facilitating service delivery. Participate in quality improvement projects and clinical auditing. Participate and facilitate clinical research. Cost effective utilization of scarce resources. Participate in Senior Management and strategic activities. Perform commuted overtime in line with hospital needs. Manage EPMDs of the General Surgery department.
- ENQUIRIES** : Dr. X.F Nene Tel No: (034) 328 8007
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 or email to: sibongiseni.kheswa@kznhealth.gov.za
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
- CLOSING DATE** : 18 October 2024
- POST 36/45** : **HEAD CLINICAL UNIT (RADIOLOGY) REF NO: MAD 14/2024 (X1 POST)**
- SALARY** : Grade1: R1 976 707 – R2 097 327 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : An appropriate qualification in the appropriate Health Science (MBCHB); PLUS, Current registration with the Health Professionals Council of South Africa as a Specialist in the category of Radiology. Plus at least Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a medical specialist in the category of Radiology. Knowledge, Skills and Competencies required: Sound knowledge and experience of all radiology modalities, protocols and procedures. Must be able to perform radiology guided (ultrasound, CT, etc.)

interventional procedures such as biopsies. Sound experience and competency in MRI and Breast imaging will be of advantage. Ability to teach and supervise medical officers and registrars. Good verbal and written communication skills. Good interpersonal skills and ability to function in multidisciplinary team. Professionalism and concern for excellence.

DUTIES : Planning and implementation of Specialist Radiological services. Participate/provision if after-hour service. Co-ordination and equitable rationalization of Specialist radiological service Amajuba District and outlying drainage areas. Liaison with institutional management of hospitals in the district and drainage areas to improve quality of care. Facilitation of staff training and development. Liaison with the relevant Chief Specialist regarding service development. Develop a training program for medical, nursing and allied services. Develop policies and guidelines facilitating service delivery. Participate in quality improvement projects and clinical auditing. Participate and facilitate clinical research. Cost effective utilization of scarce resources. Participate in Senior Management and strategic activities. Perform commuted overtime in line with hospital needs. Manage EPMDS of the General Surgery department.

ENQUIRIES : Dr. X.F Nene Tel No: (034) 328 8007

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 or email to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

NOTE : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 18 October 2024

POST 36/46 : **HEAD CLINICAL UNIT (SURGERY) REF NO: MAD 15/2024 (X1 POST)**

SALARY : Grade1: R1 976 707 – R2 097 327 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : Appropriate qualification (MBCHB or equivalent). A minimum of 5 Years' experience after registration with HPCSA as Medical Specialist in (General Surgery). Knowledge, Skills and Competencies required: Sound clinical knowledge and experience in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical; ethics, epidemiology and statistics. Good communication, leadership, decision – making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES : Provide safe, ethical and high quality of care through the development of standards and risks assessments in the area Clinical and customer care (patient perspective) in the respective speciality. Provide a full package of services including after hour service. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain and efficient, effective and seamless service delivery process within the hospital and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide principal specialist services and support to the Clinical Head of Department. Ensure compliance with National Core Standards. Participate in the continued medical education programme in the institution. Manage EPMDS of the General Surgery department. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system that ensures a seamless health service.

ENQUIRIES : Dr. X.F Nene Tel No: (034) 328 8007

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 or email to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

NOTE : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed

Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 18 October 2024
- POST 36/47** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) (GRADE 1-3) REF NO: MAD 64/2023 (X1 POST)**
- SALARY** : Grade 1: R1 271 901 – R1 348 635 per annum
Grade 2: R1 451 214 – R1 538 967 per annum
Grade 3: R1 680 780 – R2 097 327 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital
: MBChB degree or equivalent qualification Plus. Certificate of current registration with the HPCSA as a Medical specialist in Internal Medicine. Knowledge, Skills and Competencies required: Sound clinical knowledge of Internal Medicine. Knowledge and skills in adult resuscitative intervention. Good communication and human relations. Sound knowledge of procedures and protocols within the discipline. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relations. Knowledge and capability of managing critically ill patients.
- DUTIES** : Providing outpatients, inpatients and outreach internal medical services. Teaching and supervision of medical officers and interns. Ensuring provision of a high-quality and efficient comprehensive internal medicine service. Assist with quality improvement initiatives including clinical audits and continued professional development activities aligned to department needs. Assist in the development of management policies and protocols. Ability to provide Specialist Internal Medical consultation and services. Accept responsibility for administration duties related to the Department of Internal Medicine. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Participate in the continued medical education programme in the institution. Manage EPMDs of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Provide support to the Head of Clinical Unit (HCU), in ensuring an efficient standard of patient care and services are maintained and acting in the absence of HCU. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources Maintain accurate medical record in accordance with legal and ethical guideline.
- ENQUIRIES APPLICATIONS** : Dr. X.F Nene Tel No: (034) 328 8007
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 or email to: sibongiseni.kheswa@kznhealth.gov.za
- FOR ATTENTION NOTE** : The Recruitment Officer
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an

interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 18 October 2024

POST 36/48 : **MEDICAL SPECIALIST ONCOLOGY REF NO: MEDSPEC ONCO/2/2024 (X1 POST)**
Department: Radiation Oncology

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

CENTRE : IALCH
REQUIREMENTS : MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPCSA and Current Registration Card with HPCSA. Experience: **Grade 1:** Experience: Not applicable. Candidates who have completed the FC Rad Onc Part II exams and are awaiting results are welcome to apply. Appointment can only occur once specialist registration is available. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology. **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology. Recommendations: Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline of medical and radiation oncology. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.

DUTIES : Provision of holistic care for oncology patients in the Ethekweni Oncology complex including Addington and Inkosi Albert Luthuli Hospitals as well as outreach services to Ngwelezane/Queen Nandi Hospital as required by the department. Maintain medical records, including on an electronic platform. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated by head of department and the needs of the Province. Participation in provision of postgraduate health personnel teaching, including registrar teaching. Attend and participate in departmental academic sessions and meetings for part 1 and part 2 registrars as well as medical officers. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary. Participate in Clinical Governance.

ENQUIRIES : Dr Shona Bhadree Tel No: (031) 240 1920
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za

NOTE : An application for employment form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 18 October 2024

<u>POST 36/49</u>	: <u>OPERATIONAL MANAGER NURSING REF NO: POM 05/2024</u> Re-advert, applicants who applied for the previous Clinical Nurse Practitioner post with Ref No: POM 05/2024 are allowed to apply again.
<u>SALARY</u>	: R656 964 - R748 683 per annum. Other benefits: 13th Cheque. Medical aid (Optional). Homeowner`s allowance.12% Rural allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	: Pomeroy CHC (Mazabeko Clinic). Grade 12 (senior certificate). Degree/ Diploma in General Nursing Science & Midwifery plus Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current Registration with the SANC as a General, Midwifery and Primary Health Care nurse 2024. A minimum of 9 years appropriate / recognizable experience after registration as a Professional nurse of which at least 1 year must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care Atleast 5years of period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1 year post basic qualification in PHC. Applicants are submitting Z83 and CV Only. Knowledge; Skills; Training And Competencies Required: Leadership, organizational, decision making, counselling and conflict management skills. Knowledge of nursing care processes and procedures and all relevant legal framework. Interpersonal skills including public relations, negotiating, Sound knowledge of discipline processes and grievance procedures. Financial and budgetary knowledge. Team building, planning and supervisory skills. Recommendation: Knowledge of NIMART, TB and HIV/AIDS. Computer literacy (basic programs). Valid Driver's licence.
<u>DUTIES</u>	: Provision of quality comprehensive Primary Health care by promoting preventive, curative and rehabilitative services for the clients and community. Implement, monitor and sustain Community Oriented Primary Care (COPC) through the Community Based Model (CBM). Formulate, implement and monitor Operational Plan aligned to District Health Plan. Maintain inter-sectoral collaboration with other government structure through the Operation Sukuma Sakhe (OSS) concept. Conduct community awareness as determined by disease burden within catchment population utilizing the Integrated Multi Stakeholder Health Promotion and Wellness Strategy. Implement the Employee Management and Development System Implement conflict management, disciplinary and grievance procedure. Analyse, implement and monitor Departmental objectives, policies and procedures. Conducts clinical audits and implement quality improvement plans. Effective allocation, utilization and monitoring of allocated resources. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Implement and Monitor Quality Improvement programs (Ideal Clinic maintenance and Realization/Norms and Standards). Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Accurate collation, verification, analysis, and submission of data within set timelines.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. TM Khoza Tel No: (034) 662 3300 : All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 or Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114 or email to Mbalenhle.zulu@kznhealth.gov.za
<u>NOTE</u>	: The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department or from the website- www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource / certificate of service 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 reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 05/2024). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). NB: Please note that due to financial constraints, there will be no payment of S&T and resettlement payment for attending interviews. Accommodation will only be allocated for successful candidate. It will be available prior to assumption of duty. No interim accommodation in a form of bed and breakfast or hotel accommodation.
<u>CLOSING DATE</u>	: 18 October 2024

<u>POST 36/50</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: MAD 16/ 2024 (X1 POST)</u> EE Target (African Male)
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R686 211 per annum Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital Diploma / Degree in General Nursing A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independence decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<u>DUTIES</u>	:	Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient needs. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards and ideal hospital initiative. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients Participate in staff development using EPMDS System and other work-related programmes and training. Ensure that equipment and machinery is available and functional at all time Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R.M Sithole Tel No: (034) 328 8137 All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 or email to: sibongiseni.kheswa@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	The Recruitment Officer Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/51</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1&2 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R686 211 per annum Other Benefits 13th Cheque, Housing Allowance (employees must meet the prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.
<u>CENTRE</u>	:	Ladysmith Regional Hospital (Primary Health Care): Driefontein Clinic Ref No: LRH 22/2024 Steadville Clinic Ref No: LRH 23/2024 Watersmeet Clinic Ref No: LRH 24/2024
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2024 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus, Clinical Nursing Science, Health Assessment Treatment and Care. Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period

referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by human resource department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem-solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.

DUTIES : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

ENQUIRIES APPLICATIONS : Mrs. N Nkehli (Assistant Manager Nursing PHC) Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za /Nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370

FOR ATTENTION NOTE : Mr S.L.Dlozi
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae 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. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 18 October 2024

POST 36/52 : **CLINICAL NURSE PRACTITIONER REF NO: SMCHC 08/2024 (X1 POST)**
Directorate: SMCHC

SALARY : R451 533 – R530 376 per annum, plus Rural allowance (provided the post meets requirement)
R553 545 – R686 211 per annum, plus Rural allowance (provided the post meets requirements)
Plus 13th Cheque, Medical Aid (optional). Housing/Home Owners allowance (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : St Margaret's Community Health Centre (St Margaret's Gateway Clinic)
: **Grade1:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 4 years appropriate/Recognisable Experience as a General Nurse. **Grade 2:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus,(1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 14 Years appropriate/Recognisable nursing Experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Recommendations: Valid driver's License, Computer Literacy, NIMART training. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OHS Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc., Leadership, Organizational, decision making and Problem solving, Conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills. Team building sills and supervisory skills. Good Interpersonal relationship skills, good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and

TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patient's conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Deputy Manger nursing. Ensure implementation of the ideal CHC standards.

ENQUIRIES : All enquiries must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: (039) 2599 222
APPLICATIONS : Applications must be directed, Human Resource Manager: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 or Hand delivered to: St Margaret's CHC Clydesdale Location, UMzimkhulu, 3297. All online applications should be forwarded to this Email Address: StmargaretsHospital.HRJobApplication@kznhealth.gov.za

FOR ATTENTION : Mr. TL Nzimande
NOTE : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC 09/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

CLOSING DATE : 25 October 2024

POST 36/53 : **CLINICAL NURSE PRACTITIONER (GRADE 1&2) REF NO:PCHC 01/2024 (X3 POSTS)**
MOPD Acute Disease and Ophthalmic Department)

SALARY : R451 533 per annum. Benefits:13th Cheque, homeowner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE : KZN Health -Phoenix Community Health Centre
REQUIREMENTS : Senior certificate (Grade 12)/Matric or equivalent plus Basic R425 qualification Degree/ Diploma in General Nursing that allows registration with the SANC as Professional Nurse, plus 1 Year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care accredited by SANC, Only shortlisted candidates will submit proof of current registration (2024 receipt) Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1-year post qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Only shortlisted candidates will submit proof of current registration. NB: Candidate will be subjected to be rotated in all departments and be allocated on day/night duty: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report witting skills, Time management skills, Good listening and, communication skills, Co- ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment.

DUTIES : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a Primary Health Care facility. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Work effectively and amicably at a supervisory level, with person of divert intellectual, culture race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit, develop contacts, build and maintain a network of professional relations in order to ehance service delivery. Supervision of patients and provision of basic patients' needs eg. Oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administrating of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist

patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical, pharmaceutical and stock.

ENQUIRIES
APPLICATIONS

: Mrs B.P Khanyile (Deputy Manager Nursing) Tel No: (031) 538 0808
: Application to be emailed to : siphelele.mthethwa2@kznhealth.gov.za or Hand delivered to :The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe, 4300.

FOR ATTENTION
NOTE

: Mrs B.PKhanyile
: 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, 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 Z83 e.g. PCHC 01/2024. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

CLOSING DATE

: 18 October 2024

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	18 October 2024
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za . Only online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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) ERRATUM: Kindly note that the post was posted in the Public Service Vacancy Circular 33 of 2024 dated 13 September 2024, the post of Medical Specialist Grade 1-3: Paediatric (Rob Ferreira Hospital: Ehlanzeni District) with Ref No: MPDoH/Sep/24/277, the posts have been withdrawn.

OTHER POSTS

<u>POST 36/54</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: PAEDIATRIC SURGERY REF NO: MPDOH/OCT/24/314 (X2 POSTS)</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 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. 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. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing 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.. 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.

POST 36/55 : **MEDICAL SPECIALIST GRADE 1-3: RADIOLOGY REF NO: MPDOH/OCT/24/315**

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 : Mapulaneng Hospital (Ehlanzeni District)
: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Radiology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Radiology) for foreign qualified employees. **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 (Radiology) 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 (Radiology) for foreign qualified employees. Participate in the after-hours call system. Commuted overtime is compulsory. Competencies (knowledge/skills): Excellent team player. Extensive experience and clinical expertise in Paediatric Radiology and component imaging modalities. Strong record of clinical governance, research, teaching, and training at undergraduate and postgraduate levels in Diagnostic Radiology. Excellent managerial, interpersonal, leadership, administrative, communication, analytical, and problem-solving skills. Ability to supervise training and mentorship of junior radiologists. Skills within Diagnostic Radiology are desirable.

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

ENQUIRIES : 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.

POST 36/56 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/OCT/24/320 (X5 POSTS)**

SALARY : R949 146 - R1 021 911 per annum
CENTRE : Matibidi Hospital, Themba Hospital (Ehlanzeni District)

Bethal Hospital, Ermelo Hospital (Gert Sibande District)
Siphosensimbi CHC (Nkangala District)

REQUIREMENTS

: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES

: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

ENQUIRIES

: 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.

POST 36/57

PHARMACIST GRADE 1 REF NO: MPDOH/OCT/24/322 (X2 POSTS)

SALARY

: R804 609 - R853 980 per annum

CENTRE

: KaNyamazane CHC and Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2024). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

DUTIES

: Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

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.

POST 36/58

ASSISTANT MANAGER NURSING (PN-B4): CASUALTY / ONCOLOGY / RENAL REF NO: MPDOH/OCT/24/323

SALARY

: R715 977 - R818 643 per annum

CENTRE

: Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS

: Senior Certificate / Grade 12 plus basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse (2024) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Casualty / Oncology / Renal Nursing Science. Diploma in Nursing Management and Administration will be an added advantage. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (03) years of the period referred to above must be appropriate / recognisable experience at management level. A valid driver's licence. Skills: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act

Patient's Right Charter, Batho-Pele Principles, Sound Knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, Organisational decision making solving abilities within the limit of the Public sector and Institutional policy framework. Good interpersonal skills including public relation, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and process pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the Nursing strategy, standard procedures and policies pertaining to nurse care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units and Casualty / Oncology / Renal units. Demonstrate effective communication with patients, supervisors, other health professionals 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 principle nursing and clinical governance are implemented, 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 PMDS.

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.

POST 36/59 : **OPERATIONAL MANAGER NURSING (PN-B3): BURNS & PLASTIC UNIT (TRAUMA AND EMERGENCY / ICU) REF NO: MPDOH/OCT/24/324**

SALARY : R656 964 - R748 683 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni 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 / Intensive Care 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. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice

DUTIES : Provide effective management and professional leadership in the specialized units of Trauma and Emergency Trauma and Emergency / Intensive Care Nursing Science 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. 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.

POST 36/60 : **OPERATIONAL MANAGER NURSING (PN-B3): OPERATING THEATRE REF NO: MPDOH/OCT/24/325**

SALARY : R656 964 - R748 683 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni 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 Operating Theatre 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. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice.

DUTIES : Provide effective management and professional leadership in the specialized units of Operating Theatre 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. 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.

POST 36/61 : **OPERATIONAL MANAGER NURSING (PN-B3): NEONATAL REF NO: MPDOH/OCT/24/326**

SALARY : R656 964 - R748 683 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni 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 Neonatal 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. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice.

DUTIES : Provide effective management and professional leadership in the specialized units of Neonatal 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. 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.

POST 36/62 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/OCT/24/331 (X5 POSTS)**

SALARY : R656 964 - R748 683 per annum
CENTRE : Mayflower Clinic (Gert Sibande District)
Msogwaba Clinic, Shabalala Clinic, Msogwaba Clinic (Ehlanzeni District)
Themba lethu CHC (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in

Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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.

POST 36/63 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/OCT/24/335 (X4 POSTS)**

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

CENTRE : Rob Ferreira Hospital (Ehlanzeni 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.

POST 36/64 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): ONCOLOGY REF NO: MPDOH/OCT/24/337 (X2 POSTS)**

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

CENTRE : Rob Ferreira Hospital (Ehlanzeni District)

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

Notice R212 in Oncology Nursing 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.

POST 36/65

: **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): NEPHROLOGY REF NO: MPDOH/OCT/24/339 (X2 POSTS)**

SALARY

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

CENTRE

: Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Basic R425 qualification (Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2024), a post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Nephrology 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.

POST 36/66

: **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): ICU REF NO: MPDOH/OCT/24/343 (X4 POSTS)**

SALARY

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

CENTRE

: Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Basic R425 qualification (Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2024), a post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in ICU 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 ICU 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 (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 36/67** : **LECTURER GRADE 1-2 (PN-D1): ROB FERREIRA HOSPITAL SUB-CAMPUS REF NO: MPDOH/OCT/24/344**
- SALARY** : Grade 1: R451 533 R530 376 per annum
Grade 2: R553 545 R726 717 per annum
- CENTRE** : Mpumalanga College of Nursing, Kabokweni
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). 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. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.
- DUTIES** : Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
- 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.
- POST 36/68** : **LECTURER GRADE 1 (PN-D1): BETHAL HOSPITAL SUB-CAMPUS AND ROB FERREIRA HOSPITAL SUB-CAMPUS REF NO: MPDOH/OCT/24/346 (X2 POSTS)**
- SALARY** : R451 533 - R530 376 per annum
- CENTRE** : Mpumalanga College of Nursing, Kabokweni
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). 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. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.
- DUTIES** : Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
- 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.

POST 36/69 : **LECTURER GRADE 1 (PN-D1): MPUMALANGA COLLEGE OF NURSING REF NO: MPDOH/OCT/24/347**

SALARY : R451 533 - R530 376 per annum
CENTRE : Mpumalanga College of Nursing, Kabokweni
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). 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. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.

DUTIES : Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

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.

POST 36/70 : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/OCT/24/349 (X2 POSTS)**

SALARY : R376 524 - R430 512 per annum
CENTRE : H A Grove Hospital and Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2024). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES : 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 (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 36/71 : **DIETICIAN GRADE 1 REF NO: MPDOH/OCT/24/350**

SALARY : R376 524 - R430 512 per annum
CENTRE : Middelburg Hospital (Nkangala District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (20274). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
<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>POST 36/72</u>	:	<u>EMS STATION MANAGER GRADE 3-6 REF NO: MPDOH/OCT/24/351</u>
<u>SALARY</u>	:	Grade 3: R376 596 - R430 596 per annum Grade 4: R455 079 - R520 023 per annum Grade 5: R532 815 - R575 601 per annum Grade 6: R591 741 - R664 284 per annum
<u>CENTRE REQUIREMENTS</u>	:	Evander EMS Station (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Ambulance Emergency Assistant / Emergency Care Technician Qualification / Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care. Minimum of three (3) years' experience after registration with the HPCSA (2024) as ANT / ECT / Paramedic / ECP. Valid code C1 driver's license with an unendorsed PDP. Diploma in Management or above will be an added advantage. Knowledge and skills: Previous supervisory experience or qualification. Knowledge of Supply Chain Policy and Financial Management. Be able to work under pressure and excessive hours. Be prepared to travel and attend to emergencies after hours. Knowledge of Labour Relations. Computer literacy. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail.
<u>DUTIES</u>	:	General office administration. Human Resource Management. Be responsible of all EMS activities in the Station. Provide advice on procedures and policy matters to staff and ensure compliance with all policies operating in the service. Ensure that fleet management is properly implemented to provide for the maintenance and repairs of vehicles in accordance with Transport Policy. Ensure the control and have an inventory of all resources at the Station. Be responsible for EMS occupational health and safety at the Station. Respond to all major incidents to assist and co-ordinate such incidents within the operational area. Including rescue responses and outstanding calls when necessary and attend debrief meetings. Investigate service complaints received from internal and external resources and report on these complaints to the District Manager.
<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>POST 36/73</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 REF NO: MPDOH/OCT/24/352</u>
<u>SALARY</u>	:	R376 524 - R430 512 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) Speech Therapist and Audiology. Current registration with the HPCSA as Speech Therapist and Audiology. Grade 1 (2024): SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out

delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

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.

POST 36/74 : **ARTISAN FOREMAN GRADE A-B REF NO: MPDOH/OCT/24/353**

SALARY : R362 130 - R541 317 per annum
CENTRE : Bushbuckridge Sub-district (Ehlanzeni District)
REQUIREMENTS : Appropriate Trade Test Certificate plus five (5) post qualification experience as an Artisan either in the following; carpentry/bricklaying/painting/plumbing/mechanical and electrical. Knowledge in technical and maintenance matters. Knowledge of the PFMA and the OHS Act. Strong Leadership and Management ability. Ability to communicate affectively at operational level. Must be computer literate. A valid driver's licence.

DUTIES : Effective supervision and management of day to day activities of the workshop staff in the built environment, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, Attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement, administration processes of workshops. Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.

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.

POST 36/75 : **OCCUPATIONAL THERAPIST TECHNICIAN GRADE 1 REF NO: MPDOH/OCT/24/354**

SALARY : R255 078 - R289 719 per annum
CENTRE : Thulamahashe CHC (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification (with a duration of at least 2 years) or prescribed in-service training (with a duration of at least 2 years) that allows registration with the Health Professions Council of South Africa (HPCSA), where applicable in the relevant profession. Grade 1: none after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with Health Professional Council of South Africa (HPCSA), where applicable in the relevant profession. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.

DUTIES : Refer clients to the relevant stakeholders. Screen and assess clients. Treat clients appropriately. Conduct home visits. Conduct health talks. Issue assistive devices. Conduct group screening. Conduct support group meetings. Conduct home, schools and crèche visits. Conduct awareness campaigns. Attend community meetings. Conduct peer reviews. Conduct in service at OTTC. Attend accredited workshops and in service training. Attend staff and OTTC meetings.

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.

POST 36/76 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/OCT/24/357 (X3 POSTS)**

SALARY : R250 947 - R282 921 per annum
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
 Bernice Samuel Hospital (Nkangala District) (X2 Posts)
REQUIREMENTS : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2024). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.

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

ENQUIRIES : 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.

POST 36/77 : **EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/OCT/24/359 (X2 POSTS)**

SALARY : R206 619 - R271 584 per annum
CENTRE : Evander EMS Station and Piet Retief EMS Station (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant certificate. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (2024). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

DUTIES : Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

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.

POST 36/78 : **DENTAL CHAIR ASSISTANT GRADE 1 REF NO: MPDOH/OCT/24/361 (X2 POSTS)**

SALARY : R205 773 - R235 284 per annum
CENTRE : Carolina Hospital and Embalenhle CHC (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Assistant (2024). Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.

DUTIES : The incumbent should have knowledge of dental assisting including: infection prevention and control, chair side assisting, maintaining of equipment, stock control, knowledge of dental materials and instruments and conducting inventory. The person will work in the dental surgery in the hospital and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle. The person should have good communication skills and good interpersonal relations.

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.

OFFICE OF THE PREMIER

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidate to fill the following post, depicted below.

- APPLICATIONS** : Please forward your application, 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 or e-mail address: smonareng@mpg.gov.za
- CLOSING DATE** : 18 October 2024
- NOTE** : Applications should be submitted on the Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV. The minimum entry requirement for Senior Management Services (SMS) post is a Pre-entry Certificate (submitted prior to appointment) 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 candidate for this post shall be subjected to a competency assessment. Appointment is subjected to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. The successful candidate will be required to disclose her/his financial interests, when required. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful. 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 this position and that the candidature of person, whose transfer/promotion/appointment will promote representativeness, will receive preference.

MANAGEMENT ECHELON

- POST 36/79** : **CHIEF DIRECTOR: INTEGRITY MANAGEMENT AND FORENSIC INVESTIGATIONS AND SECURITY MANAGEMENT REF NO: GMIMFAS/OTP/01**
- SALARY** : R1 1436 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 /Advanced National Diploma in Law, Forensic Investigations, Risk Management or 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 investigation and security management services 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, Investigation and forensic 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** : Develop and maintain the provincial anti-corruption strategy. Conduct education and awareness campaigns on good governance issues at provincial and local spheres. Coordinate specialized training for ethics practitioners and investigations. Investigate cases of unethical conduct, fraud and corruption as referred through the National Anti-Corruption Hotline, Provincial Departments and Local Municipalities. Monitor and provide qualified and quantitative information on the landscape of fraud and corruption within this provincial and local spheres. Capture litigations of provincial departments for allocation to service providers. Render security management services. Conduct vetting and screening services. Render protocol services for the provincial administration. 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.

**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 36/80 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC SURGERY)**

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R 1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic and Reconstructive Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Plastic and Reconstructive Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Plastic and Reconstructive Surgery. Inherent requirements of the job: Computer literacy and the ability to develop and work with databases. Ability to work in a team. Exposure and ideally experience in management of plastic surgical emergencies including trauma and burns general plastic surgery and post burn reconstruction, and at least exposure to specialist plastic and reconstructive surgery involving congenital hands, congenital ear reconstruction, vascular anomalies and cleft and craniofacial pathology. Competencies (knowledge/skills): The ability to work in a busy tertiary environment. Ability to supervise registrars in acquiring plastic and reconstructive, burns and trauma management competencies and operative experience. Evidence of ability to initiate research; academic record in terms of teaching and research ideally supported by publications, presentations and congress outputs. Commitment to attaining advanced plastic surgical skills.

DUTIES : To provide full time plastic surgery specialist care as previously specified. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of the management of children. After-hours cover as a specialist plastic surgeon on both platforms (paediatric at RXH and Adult at GSH) Active participation in all the activities of the division including research, teaching and outreach. Training of under- and post-graduate students and other healthcare personnel.

ENQUIRIES APPLICATIONS NOTE : Prof S Adams, e-mail: saleigh.adams@uct.ac.za
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

CLOSING DATE : 25 October 2024

POST 36/81 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS) (X2 POSTS)**

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

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health

Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.

DUTIES : The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Build and maintain Departmental team spirit and development. Organise and contribute to the anaesthetic skills training courses. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management.

ENQUIRIES : Ms C Wyngaard Tel No: (021) 404-5004

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 : 18 October 2024

POST 36/82 : **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)**

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum

A portion of the package can be structured according to the individual's personal needs

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in General Surgery. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. **Grade 3:** A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.

DUTIES : Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities. General surgery specialist clinical service provision in the Division of General Surgery at the hospitals the division services.

ENQUIRIES : Prof L Cairncross, email: Lydia.cairncros@uct.ac.za

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 : 18 October 2024

<u>POST 36/83</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum Educational Qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the Health Professions Council of South Africa as Medical Specialist in Orthopaedics. Inherent requirements of the job: Fellowship trained in hip and knee Arthroplasty surgery (one year). Willingness to do after hour "on - call" duties. 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. Competencies (knowledge/skills): Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in arthroplasty and general orthopaedics to students. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of hip and knee arthroplasty in orthopaedic Surgery.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of hip and knee arthroplasty Surgery. The specialist primary responsibility would be the arthroplasty unit at Tygerberg Hospital. Provision of clinical service delivery at specialist level across the full spectrum of orthopaedic neck of femur fracture arthroplasty surgery and after hour on call duties for trauma and emergency orthopaedics. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of a wide range of "Portfolios". Develop, conduct and supervise research projects.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Prof. J du Toit Tel No: (021) 938-9266 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/84</u>	:	<u>ASSISTANT MANAGER: MEDICAL PHYSICS</u>
<u>SALARY</u>	:	R1 065 894 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Physicist Registration with the Health Professions Council: Registration with the Health Professions Council of South Africa as a Medical Physicist. Experience: A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa as Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of Medical Physicist. Manage the medical physics service to the nuclear medicine division. Must be able to work independently and have skills to complete projects on time. Good communication and interpersonal relationship skills. Thorough knowledge of nuclear medicine physics and techniques, including internal dosimetry. Understand the physics of nuclear medicine equipment. Knowledge of computers and software used in radiotherapy, radiology and nuclear medicine. Knowledge of the statutory regulations regarding the medical use of ionizing radiation, as well as radionuclides. Thorough understanding of physics concepts and their link to medical applications. PhD degree is recommended.
<u>DUTIES</u>	:	Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Division of Nuclear Medicine, including regulatory compliance. Active participation in the routine execution of clinically related medical physics tasks Supply physics support in the Division of Radiation Oncology. Assistance with equipment tender preparation, evaluation and commissioning. Understand and use software packages for gamma cameras and PET reconstruction, responsible for QA on the divisional network between imaging systems Assisting with management of staff and departmental administration, participation in the management team of the Division of Nuclear Medicine. Assistance with the lecturing in the teaching and training programme of the Medical Physics and Nuclear Medicine Divisions. Active participation and assistance with the management of the research and development programme

of the Medical Physics Division. Collaboration/cooperation with the Stellenbosch University Node for Infection Imaging (NII) medical physicist. This may include limited, non-remunerated support on a reciprocal basis, as allowed for under existing agreements between the hospital/province and Stellenbosch University around joint staff and the TBH-NII interface.

ENQUIRIES APPLICATIONS : Mr C Trauernicht Tel No: (021) 938 6027, email: cjt@sun.ac.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 36/85 : **PRIMARY HEALTH CARE MANAGER**
Central Karoo District

SALARY : R1 003 890 per annum. A portion of the package can be structured according to the individual's personal needs

CENTRE REQUIREMENTS : Beaufort West Sub-district (based at Beaufort West)
: Minimum educational qualification: Appropriate 4-year Health related Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in District Health Systems and Management. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel in the District, Garden Route District and the Metro. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good organisational, interpersonal, creative problem solving and research skills. Knowledge and understanding of the District Health System and Comprehensive Service Plan. Basic knowledge and experience in office administration, financial and procurement administration.

DUTIES : Overall strategic management of the PHC facilities in the sub-districts (Central Karoo District). Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programmes. Manage/support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM). Ensure efficient financial planning, control, and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning and Labour relations of PHC staff within the Sub-districts (Central Karoo District). Ensure that prescribed policies and procedures are implemented and adhered to.

ENQUIRIES APPLICATIONS : Dr AJ Muller Tel No: (023) 414-8211
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post
: 18 October 2024

POST 36/86 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS) (EMERGENCY, ICU AND THEATRE)**

SALARY : R974 493 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Basic R425 qualification (i.e Degree/ diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC 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 (Code B/EB) driver's license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Good communication skills. Ability to work on MS packages (Word, Excel and PowerPoint).

DUTIES : Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources assets and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in the inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.

ENQUIRIES APPLICATIONS : Ms F Baartman Tel No: (021) 938-4055
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 18 October 2024

<u>POST 36/87</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Crossroads Community Day Centre (X1 Post) Mitchell's Plain Community Health Centre (X1 Post)
<u>REQUIREMENTS</u>	:	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: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Experience in general medical and surgical conditions on Hospital and PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children) Comprehensive evidence-based, direct patient-centered Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Mitchells Plain Sub-district, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Provide quality outpatient care to patients in Mitchells Plain Sub-district Primary Health Care facilities. Provide an outreach and support service to PHC facilities in the Mitchells Plain Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Mitchells Plain Sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr A. Isaacs at (071) 876-2257
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/88</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in

respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competent and willing to work across disciplines if required. A valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Appropriate clinical experience in the management of medical in-and outpatients. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research, publication and having passed or intention to write the FCP(SA) part 1 exam. Valid ACLS Certificate Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES

: Clinical service provision: Provide efficient and cost-effective clinical service of high quality with a patient centered focus, addressing the burden of disease in the Rural East Geographical Service area (GSA). Effective clinical administration in maintaining high quality clinical patient records and reports. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Participate in the teaching program. Active participation in Research and Professional Development and clinical governance activities in the unit. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff, supervising and teaching community service medical officers, interns and medical students and liaise with consultants daily.

ENQUIRIES

: Dr A Vermeulen Tel No: (044) 802-4529

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE

: 18 October 2024

POST 36/89

: **PHARMACIST GRADE 1 TO 3**
Chief Directorate: Rural Health Services

SALARY

: Grade 1: R804 609 per annum
Grade 2: R869 796 per annum
Grade 3: R949 146 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE

: Worcester Regional Hospital

REQUIREMENTS

: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties, including 24-hour standby and response. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills.

DUTIES

: Pharmaceutical service delivery including improving continuity of care within the Rural Central Ecosystem. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, antibiotic

stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines.

ENQUIRIES APPLICATIONS : Ms S Jaftha Tel No: (023) 348-6496
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Short listed candidates will be subject to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply.? Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 18 October 2024

POST 36/90 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Rural Health Services

SALARY : R656 964 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy in Microsoft Office (MS Word, Excel, Outlook).

DUTIES : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing and other personnel. Bed Management. Manage human resources efficiently and effectively. Manage material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others.

ENQUIRIES APPLICATIONS : Ms LK De Goede Tel No: (044) 802-4352
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/91 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
West Coast District

SALARY : R520 560 per annum
CENTRE : Clanwilliam Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/ degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Must be prepared to work shifts, weekends, public holidays as well as overtime. Valid code B/EB driver's licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, inter-personal, leadership, decision-making and conflict resolution skills. Basic computer literacy.

DUTIES : 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. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis,

formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Mr NM Goeleman Tel No: (027) 482-2166
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 : 18 October 2024

POST 36/92 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL NURSING)**
West Coast District

SALARY : R520 560 per annum
CENTRE : Lapa Munnik Hospital, Bergriver Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC) as a General Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Basic computer literacy.

DUTIES : 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. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Ms T Fredericks Tel No: (022) 814-0462/ (022) 931-2140
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 : 18 October 2024

POST 36/93 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE) (X3 POSTS)**

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre. Registration with a Professions Council: Current registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Operating theatre technique. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Medical and Surgical Nursing Science: Operating Theatre Nursing with the South African Nursing Council." The pool of applicants will be considered for similar vacant posts within Red Cross War Memorial Children's Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/94</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRICS (WARD))</u>
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.
<u>DUTIES</u>	:	Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<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. 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: Child Nursing Science. The pool of applicants will be considered for similar vacant posts within Red Cross War Memorial Children's Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/95</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CRITICAL CARE CHILD) (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A

minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Critical Care Child. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES APPLICATIONS : Ms M Franken Tel No: (021) 658-5187
: 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: Child Nursing Science. "The pool of applicants will be considered for similar vacant posts within Red Cross War Children's Memorial Hospital for a period of 3 months from date of advert."

CLOSING DATE : 18 October 2024

POST 36/96 : **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Emergency and Clinical Services Support

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Office of the CD: ECSS
: Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Financial Management. Appropriate supervisory experience. Appropriate practical experience in completing and analysing BMI's. Appropriate experience in Budget Management. Appropriate experience in expenditure Control. Inherent requirements of the job: Valid drivers' license. Willingness to travel. Competencies (knowledge/skills): Organisational, managerial, and leadership skills and an aptitude for working with financial figures. Ability to analyse and interpret financial information and to ensure informed decision making. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Extensive practical experience in completing and analysing BMIs. Report writing skills.

DUTIES : Effective use of the BMI and APL tools to monitor budget and expenditure of Directorates within ECSS monthly. Monitoring of Directorate expenditure including correction of incorrectly allocated expenditure. Monitor the Assets and Liabilities accounts and ensure balances are cleared in accordance with finance instructions/policies. Review compliance assessment reports from Internal Audit unit and ensure implementation of remedial action. Provide administrative and technical support in the coordination of all relevant transversal finance instructions & SOPs (FA21). Staff Management and effective support and assistance to various stakeholders within Directorates.

ENQUIRIES APPLICATIONS : Mr A. Ngantweni Tel No: (021) 815-8617
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/97 : **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum

	Grade 3: R574 785 per annum
<u>CENTRE REQUIREMENTS</u>	: Lentegeur Hospital : 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: 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): Appropriate Speech Therapy experience with Intellectual Disability and the management of dysphagia and communication. Computer literacy (Microsoft Office, Clinicom). Knowledge related to appropriate speech therapy screening, assessment, and treatment.
<u>DUTIES</u>	: Effectively provide dysphagia and communication screening, assessment, and management services to in-patients and out-patients in the specialist field of Intellectual Disability as well as all other areas in psychiatry. Effectively administer records, data and hospital information related to clients. Make relevant referrals to the best interest of clients. Provide input into development of Speech and Hearing protocols.
<u>ENQUIRIES APPLICATIONS</u>	: Ms N Jacobs Tel No: (021) 370-1105 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a 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 similar vacant posts within the Chief Director: MHS for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 18 October 2024
<u>POST 36/98</u>	: <u>SPEECH THERAPIST GRADE 1 TO 3</u>
<u>SALARY</u>	: Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R574 785 per annum
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech- Language Therapist. Registration with the Health Professions Council: Current registration with the HPCSA as a Speech-Language Therapist (Independent practice). 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): Excellent communication skills. Good report writing, interpersonal, organizational, leadership and planning skills, as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team.

- DUTIES** : Effective speech therapy service delivery to in- and out-patients at a tertiary facility: Assessment and management of adults and children with communication and/or feeding and swallowing disorders. Perform specialised diagnostic assessments (such as VFSS, FEES, and stroboscopy). Participate as member of MDT in management and rehabilitation of patients with communication and/or feeding and swallowing disorders. Liaising with role players regarding patient needs. Provide support, guidance and training to lower levels of care. Provide input to service delivery protocols. Provide in-service training to MDT members. Independent effective management of patient administration and record keeping. Time management and prioritisation. Counsel patients, carers, families and relevant stakeholders. Assist in managing physical resources within the department. Participate in student and own professional develop. Develop expertise in clinical areas.
- ENQUIRIES APPLICATIONS** : Ms J Birkenstock Tel No: (021) 938-4817, Email: jeannette.birkenstock@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as a Speech Therapist and Audiologist or Speech Therapist with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 18 October 2024
- POST 36/99** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Facilities and Infrastructure Management
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
: Head Office, Cape Town
: Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in public sector financial environment and relevant systems and on the Key Performance Areas (KRA's) of post. Inherent requirements of the job: Valid Code (EB/B) driver's licence. Ability to travel and work overtime if required. Competencies (knowledge/skills): Knowledge and experience of working within the built environment sector. Excellent interpersonal skills and the ability to interact with a broad range of users. Ability to work co-operatively with colleagues and stakeholders at all levels and working independently. Advanced computer literacy (MS Excel and Word). Sound knowledge and experience in Supply Chain Management processes. Sound knowledge of and experience of Basic Accounting System (BAS). Ability to analyse information. Sound understanding of accounting principles. Sound knowledge of the PFMA, National and Provincial Treasury Regulations.
- DUTIES** : Extract relevant data from BAS and other relevant systems and evaluate financial and SCM performance within the Chief Directorate. Manage Interim/Annual Financial Statement reporting and A and L Accounts. Controlling of accounting entries and reporting on erroneous transactions. Monitoring of transfer payments, conditional grants and commitments. Manage the Supply Chain Function within the Chief Directorate. Ensure compliance with Accounting Officer System and Supply Chain Management Delegations. Assist with effective system implementation and Audit processes. Effective and Efficient document control systems. Rendering effective financial support and assistance to the Chief Directorate. Extensive experience in extracting information/reports from BAS and Vulindlela for analysis. Detection and correction of incorrect accounting entries, authorise payments/journals and ensure compliance. Application of accrual accounting principles to the extent required by accounting statements.
- ENQUIRIES APPLICATIONS** : Ms T September Tel No: (021) 483-0890
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be requested to undertake practical, competency, and psychometric tests.
- CLOSING DATE** : 18 October 2024
- POST 36/100** : **FOOD SERVICE MANAGER**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
: Helderberg Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification). Experience: Appropriate and extensive experience in a large-scale Hospital Food Service environment. Appropriate management and supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, word documents and presentations in Microsoft Office Knowledge and skills with regard to managing

the operation of an industrial Food Service Unit. Problem solving, decision making and time management skills. Sound numerical skills. Computer literacy (Microsoft Office.)

DUTIES : Plan and develop the strategic management of the Food Services Unit. Manage an operational Food Service Unit. Manage risks within the Food Service Unit. Manage all related Human Resource Manage matters of the Foodservices Unit. Manage all related Finance matters of the Foodservices Unit.

ENQUIRIES APPLICATIONS : Mr S Petersen Tel No: (021) 850-4700

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant 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 : 18 October 2024

POST 36/101 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SPECIAL PURPOSE FUNDS UNIT) (BUDGET MANAGEMENT)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R376 413 per annum

CENTRE : Office of the CD: ECCS

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Financial Management. Appropriate experience in Management of Conditional Grants. Appropriate supervisory experience. Appropriate experience in completing and analysing BMI's. Appropriate experience in expenditure control. Inherent requirements of the job: Valid drivers' license. Willingness to travel. Competencies (knowledge/skills): Organisational, managerial, leadership skills and an aptitude for working with financial figures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System and Project Management. Interpretation Policies, Formal Training, Economic, financial analysis, Legal Administration and Strategic Planning.

DUTIES : Effective and efficient support to the ASD to manage the Budgetary Function Equitable Share, District Health Programmes Grants and Donor Funding. Effective support to the management of the accounting function Budget and expenditure against the applicable expenditure Equitable Share, District Health Programmes Grants and Donor Funds. In-Year Monitoring and Reporting for HIV/Aids & HPV District Health Programmes Grants programme. Monitoring and Evaluation. Effective and efficient support to the ASD in the Internal Control function within the Equitable Share, District Health Programmes Grants & Donor funding. Effective support to the ASD in the management of Human Resources in the component.

ENQUIRIES APPLICATIONS : Mr A. Ngantweni Tel No: (021) 815-8617

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

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

CLOSING DATE : 18 October 2024

POST 36/102 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION AND HOSPITAL FEES)**
(Chief Directorate: Rural Health Services)

SALARY : R376 413 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience in the Revenue and Medical Records field. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills. Good organizational and administrative skills and the ability to function in a team and under pressure.

DUTIES : Manage Patient Administration Services and Medical Records with the aim of improving data quality and patient information and records according to Finance instructions, circulars, and policies. Manage Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meeting and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management which include the managing of disciplinary procedures as well as supervision and evaluation of personnel under your control.

ENQUIRIES : Ms L Kombrink Tel No: (044) 802-4332
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical.

CLOSING DATE : 18 October 2024

POST 36/103 : **EMS SHIFT LEADER GRADE 3 TO 6**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R317 751 per annum
Grade 4: R376 596 per annum
Grade 5: R455 079 per annum
Grade 6: R558 714 per annum

CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the Health Professions Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid Code C1 driver's license. Current Professional driver's permit. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.

DUTIES : Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.

ENQUIRIES : Mr M Mdzeke, (District Manager) Tel No: (021) 374-2316/7
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may undergo a practical assessment

CLOSING DATE : 18 October 2024

POST 36/104 : **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Metro Health Services

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 : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social worker with the SACSSP. Inherent requirements of the job: A valid Code B driver's licence. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills

in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy, good verbal and written communication.

DUTIES : Provide clinical social work services with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families, network effectively internally with the multi-disciplinary team as well as with relevant external role players, conduct appropriate referrals to relevant role players / stake holders, actively contribute to development of care and safety plans. Deliver accountable services through the application of the Social Work Administrative process. Ensure continued professional development by keeping updated with developments in the field.

ENQUIRIES APPLICATIONS : Ms T Killian Tel No: (021) 940-4468
: 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 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 18 October 2024

POST 36/105 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**

SALARY : R308 154 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/ Maths Literacy and/or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience / competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management in a buying capacity. Appropriate experience in procurement of goods and services, procurement processes and systems. Appropriate experience of using the Electronic Procurement System (ePS) quotation tool, SEB, CSD and Syspro. Appropriate experience in the management of the relevant contract management tools. Appropriate experience that focuses on the Key Performance Areas of the post. Appropriate operational experience that focuses on the Key Performance Areas (KPA's) of the post. Appropriate supervisory experience in a Supply Chain Management environment. Appropriate experience in procurement processes relating to reviewing and approving SCM processes. Competencies (knowledge/skills): Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Excellent managerial and leadership skills. Good organisational skills. Computer literacy (MS Word, Excel). Written, verbal and report writing skills. Supervisory experience of personnel.

DUTIES : Responsible for the competitive formal and informal procurement processes to obtain goods and services in terms of SCM practices and policies. Liaise with technical and professional personnel in respect of bidding processes. Manage the Supply Chain Management Component, performance and develop of staff. Accurate and timeous reporting including report writing and the presentation thereof. Assist with Supply Chain Management processes and related queries, provide guidance and support on identified shortcomings within the SCM section. Responsible to ensure effective internal controls and compliance.

ENQUIRIES APPLICATIONS : Ms. M Stemmet Tel No: (021) 938-4147
: 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 the post.

CLOSING DATE : 18 October 2024

POST 36/106 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Central Karoo District

SALARY : R308 154 per annum
CENTRE : Prince Albert Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate support services administration experience Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Good communication, interpersonal, organisational and leadership skills. Ability to maintain confidentiality. Ability to supervise the

relevant components. Computer literacy (MS Word, Excel, Power Point). Sound knowledge or working experience of BAS, LOGIS, CLINICOM, PERSAL.

- DUTIES** : Effective and efficient Human Resource Management functions as a satellite of Beaufort West Hospital. Prepare and submit Human Resource related reports and statistics. Implement measures to address shortcomings identified through audits. Implement and monitor policies, circulars, finance instructions and other relevant legislative prescripts. Supervision and administrative duties relating to Support Service sections, including Food Service Unit, Laundry, Workshop/Maintenance functions, registration, general workers, mortuary and Transport. Effective and efficient Supply Chain Management, Financial Administration, Revenue and Assets. Management functions as a satellite of Beaufort West District.
- ENQUIRIES** : Ms S Frieslaar Tel No: (023) 814-2982
- 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** : 18 October 2024

POST 36/107 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

- SALARY** : R308 154 per annum
- CENTRE** : Nolungile Community Day Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Reception, Admissions and Contract Management. Experience in the following systems PERMIS, LOGIS, IPWIS. Inherent requirement 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.

- DUTIES** : Assist the Facility Manager as Head of Administration. Management of support services in the unit. Oversee facility Finance, Health information, People Management, cleaning, Supply Chain Management, Asset Management, Contract Management and other duties related to support services including security services, waste management, grounds management etc. Provide support as labour Relations liaison to facility manager, unit managers and staff. Represent the facility as liaison on various forums such as Safety and security, Quality Assurance, OHS/IPC and support service-related meetings at institutional and provincial level.

- ENQUIRIES** : Ms N Mbomvu Tel No: (021) 361-3353
- 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 similar posts within the Chief Directorate: MHS, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 18 October 2024

POST 36/108 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (FEMALE/CHILD'S WARD) (X2 POSTS)**
Chief Directorate: Metro Health Services

- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE** : False Bay Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma /degree in nursing) that allows registration with the SANC as a Professional Nurse. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse. **Grade 3:** A minimum of 20 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist and rotate in all departments according to operational needs. Competencies (Knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Basic computer literacy (MS Word, Excel and Outlook). Must have good communication skills. Interpersonal skills.

- DUTIES** : Provide quality of care to all patients within PN scope of practice. Ability to promote quality patient care through the implementation of protocols, guidelines and standards. Maintaining professional growth, ethical standards and self-development. Maintain accurate clinical records, statistical registers and referral records. Utilise human, material and physical resources efficiently and effectively. Maintain and participate in inter-professional and multi-disciplinary teamwork but be able to work independently and supervise and mentor lower categories of staff.
- ENQUIRIES** : Ms B Tyutu Tel No: (021) 782-1121, Ms L Shoosmith Tel No: (021) 782-1121

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant 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** : 18 October 2024
- POST 36/109** : **PERSONNEL OFFICER (EMPLOYEE BENEFITS)**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Khayelitsha/Eastern Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource management. Appropriate PERSAL experience. Competencies (Knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Basic understanding of Human Resource Policies and Practices. Basic analytical skills and interpersonal skills. Organising & planning skills. Professionalism and maintaining confidentiality.
- DUTIES** : Perform all administration duties pertaining to the personnel administration section, e.g., appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips, debt management, verify documents and qualifications. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). Maintain registers, i.e., PILIR, RWOEE, appointments, pension, and service terminations. Knowledge of OSD prescripts. Perform and implement transactions on PERSAL. Provide an effective support service to supervisor.
- ENQUIRIES** : Mr G Cloete Tel No: (021) 360-4235
- 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 practical/written and oral assessment. The pool of candidates may be utilized for other similar posts within the Chief Directorate: MHS for a period of 3 months.
- CLOSING DATE** : 18 October 2024
- POST 36/110** : **ADMINISTRATION CLERK: FINANCE/ ADMIN**
- SALARY** : R216 417 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Finance related environment. Competencies (knowledge/skills): Sound knowledge of accounting. Knowledge of computerised financial management systems. Competent in MS Word, Excel, and Outlook. Good communication skills (written and verbal).
- DUTIES** : Display the core values of the Department of Health and Wellness, Western Cape Government. Maintain and clear assets and liability accounts. Capturing of journals. Request Objective and Asset and Liabilities reports. Manage debtor accounts on BAS (Basic Accounting System). Capture or maintain staff debt accounts. Adherence to due dates and working under pressure. Revenue-generating Administration. Support to Supervisor.
- ENQUIRIES** : Ms K. Balie Tel No: (021) 938-4029
- 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 the post.
- CLOSING DATE** : 18 October 2024
- POST 36/111** : **ADMINISTRATION CLERK: FINANCE/ADMIN (BUDGETING AND EXPENDITURE)**
- SALARY** : R216 417 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Finance related environment. Competencies (knowledge/skills): Sound knowledge of Accounting. Knowledge of computerized financial

management systems. Competent in MS Word, Excel and Outlook. Good communication skills (written and verbal).

DUTIES : Responsible for payment and checking of supplier accounts in compliance to Finance Instruction G28/2013. Effective transacting on and maintaining the BAS and Syspro system. Accurate filing of auditable documents. Display the core values of the Department of Health and Wellness, Western Cape Government. Ability to liaise with suppliers and internal stakeholders. Adherence to due dates and to work under pressure. Support to Supervisor.

ENQUIRIES : Ms. ET Lourens Tel No: (021) 938-5759
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 18 October 2024

POST 36/112 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management environment. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to travel to facilities within Khayelitsha/Eastern Substructure. Competencies (knowledge/skills): Advanced Computer literacy skills (MS Word, Excel, PowerPoint and Access). Knowledge in departmental systems, i.e. Health Information Systems, Ditcom processes and health data management. Training skills. Ability to create graphs and monitor data trends. Good numerical, organisational and analytical thinking skills.

DUTIES : Provide general support to all Information Management and HAST Clerks at facility level. Perform office administrative role as a member of the Information Management team. (I.e. minute taking, filling, copies and logistical arrangements). Participate in health information co-ordinating activities. Data capturing (routine and non-routine data). Assist with the co-ordination of Ditcom applications and ITS requests. Assist with data quality monitoring, verification, data/trend analysis and submission. Assist with preparing presentations and compiling reports. Assist with pre-determined objective audits. Administrative support to supervisors, Managers and Health Facilities within the Substructure.

ENQUIRIES : Ms J Jansen Tel No: (021) 360-4702
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 practical/written and oral assessment. The pool of candidates may be utilized for other similar vacant posts within the Chief Directorate Metro Health Services for a period of 3 months.

CLOSING DATE : 18 October 2024

POST 36/113 : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT) (X4 POSTS)**

SALARY : R216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (Knowledge/Skills): Strong sense of confidentiality. Computer literacy (MS Word, Excel, Outlook). Good communication skills (verbal and written). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Must be willing to rotate between departments.

DUTIES : Accurate patient assessments and admissions on Clinicom. Raising invoices as per Hospital Fees policies. Debit Charge Entries to Invoices as per UPFS and PGWC billing procedures. Manage busy telephone. Booking of Healthnet transport. Covering for colleagues and undertaking various other clerical duties as and when required.

ENQUIRIES : Ms A Swartz Tel No: (021) 404-2333
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.

CLOSING DATE : 18 October 2024

POST 36/114 : **ADMINISTRATION CLERK: FINANCE/ ADMIN**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Khayelitsha/Eastern Sub-structure Office

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/Accounting as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Finance. Appropriate experience in BAS. Inherent requirements of the job: Willingness to work overtime when required and/or shifts, including night shift, weekends, and on public holidays, when required. Competencies (knowledge/skills): Practical computer literacy, especially in MS Office (MS Word, Excel, and Outlook). Ability to work under pressure and meet deadlines. Excellent time management and organizational skills.
- DUTIES** : Administrative support services to the Head of Finance. Clearing of Asset and Liability accounts: Requesting of reports, capturing journals. Capturing of Basic Accounting System (BAS) Payments. Ensure that all transactions comply with correct allocations with Legislative requirements. Provide assistance and support with the reporting of financial statements. Provide assistance and support concerning information about audit queries. Provide assistance and support within the Finance and Supply Chain Management components. Perform any other duties as delegated by the supervisor.
- ENQUIRIES** : Ms N Mthwana Tel No: (021) 360-4715
- 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 similar vacant posts within the Chief Director: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 18 October 2024
- POST 36/115** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Garden Route District
- SALARY** : R216 417 per annum
- CENTRE** : Garden Route District Office, George
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in information management within a health sector. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/DHIS/Sinjan/EDR.Web/Tier.net/SPV). Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Ability to function independently and within a team context. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel.
- DUTIES** : Effective data capturing, verifying using information systems/live statistics before deadlines. Provide general administrative support. Ensure quality of data and Maintain health data base. Co-ordinate all health statistics within District. Assist in monitoring of data trends in the district. Participate in health information co-ordinating activities.
- ENQUIRIES** : Mr. X Zakhe Tel No: (044) 803-2700
- 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** : 18 October 2024
- POST 36/116** : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Rural Health Services
- SALARY** : R216 417 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate clerical experience in an acute Hospital environment. Inherent requirements of the job: Willingness to work flexitime/shifts. Relieve other ward clerks. Competencies (knowledge/skills): Computer literacy MS Office. Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels.
- DUTIES** : The provision of an administrative system to manage the activities of the operational nursing unit. Providing operational support to the nursing unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain CLINICOM process to record patient movement and complete files and UPFS & other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments.
- ENQUIRIES** : Ms D Williams Tel No: (044) 802-4338 / 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. Shortlisted candidates may be subjected to a practical assessment.
- CLOSING DATE** : 18 October 2024

- POST 36/117** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Oral Health Centre, Tygerberg/Mitchell's Plain Platform
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient administration. Appropriate experience in Clinicom. Competencies (knowledge/skills): Knowledge and experience in Clinicom and Accounts Receivable Systems, UPFS manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act) and BAS. Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills. Computer literacy (MS Office package).
- DUTIES** : 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 18. Registration of new patients. Telephone enquiries. Filing and drawing of folders. Any ad-hoc admin duties.
- ENQUIRIES** : Ms C Paulsen Tel No: (021) 937-3047
- 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 similar 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** : 18 October 2024
- POST 36/118** : **STAFF NURSE GRADE 1 TO 3**
West Coast District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with the Health Professions Council: Registration with the South African Nursing Council as a Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with (SANC) as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with (SANC) as a Staff Nurse. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Good interpersonal and communication skills. Good organizing skills. 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.
- DUTIES** : Development and basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth / ethical standards and self-development and implementation. Effective functioning within multi-disciplinary team.
- ENQUIRIES** : Mr NL Mphato Tel No: (022) 921-2153
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant Staff Nurse posts within the Cederberg Sub-district, for a period of three months from date of advert.
- CLOSING DATE** : 18 October 2024
- POST 36/119** : **STAFF NURSE GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Beaufort West Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Health Professions Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20

years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES : Mr TW Ntombana Tel No: (023) 414 – 8200

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Beaufort West Hospital for a period of 3 months from date of advert.

CLOSING DATE : 18 October 2024

POST 36/120 : **FOOD SERVICES SUPERVISOR**
West Coast District

SALARY : R183 279 per annum
CENTRE : Citrusdal Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9/Std 7 certificate). Experience: Appropriate Food Services Experience within a similar environment. Inherent requirements of the job: Ability to work shifts, including weekends and public holidays. Valid (Code B/EB) drivers’ licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of hygiene and safety procedures. The incumbent must be able to work independently and under pressure. Knowledge and skills of procurement practices. Report writing and numerical skills.

DUTIES : (key result areas/outputs): Supervise operational food services. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Support principles of Human Resources. Support financial management.

ENQUIRIES : Mr S Cupido Tel No: (022) 921-2153

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 : 18 October 2024

POST 36/121 : **LIBRARIAN ASSISTANT**

SALARY : R183 279 per annum
CENTRE : Western Cape College of Nursing, (Directorate: Western Cape College of Nursing), South Cape Karoo Campus (George)

REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate plus competencies. Experience: Appropriate experience in a Library environment, learning commons or computer lab. Competencies(knowledge/skills): Computer literacy and technical skills. Good interpersonal skills. Good administrative skills.

DUTIES : Ensure and promote customer focussed service: Provide information services to students and staff, Participating in shift work, marketing relevant services and resources. Comply to the library policies, guidelines, copyright and legal compliances in the library. Circulation related tasks: Checking in and out library materials, managing holds and reserves, capturing receipts, patron registration. Administrative tasks and functions: Data entry, Photocopy and printing support, maintaining library spaces, record keeping, filing. Collection management: Responsible for the maintenance and preparation of library material, responsible for shelving and shelf reading of library material according to classification systems, inventory management. Assist with academic support.

ENQUIRIES : Ms N Vajat Tel No: (021) 684 1204/1205

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 : 18 October 2024

POST 36/122 : **PHARMACIST ASSISTANT: GRADE 1 TO 2 (BASIC)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R154 401 per annum

	:	Grade 2: R203 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Pharmacy Services, Cape Medical Depot
	:	Minimum educational qualifications: Grade 1: Senior Certificate with Mathematics at Grade 12 level or Senior Certificate with Mathematics at grade 10 level (Certified proof of Senior Certificate and of Grade 10 Mathematics as a passed subject must be provided) or current registration with the South African Pharmacy Council as a Pharmacist's Assistant (Learner Basic) (Warehousing/Wholesale). Grade 2: Basic Pharmacist Assistant qualification that allows registration with the South African Pharmacy Council as Pharmacist Assistant (Basic) (Warehousing/Wholesale). Registration with a Professional Council: Grade 1: Registration with the SAPC to study towards a Pharmacist Assistant (Basic) (Warehousing/Wholesale) qualification. Grade 2: Registration with the SAPC as Pharmacist Assistant (Basic) (Warehousing/Wholesale). Experience: Grade 1: None. Grade 2: None after registration with the SAPC as Pharmacist Assistant (Basic) (Warehousing/Wholesale). Inherent requirements of the job: Physical ability to pick and remove heavy boxes. Physical ability to open large quantities of tamperproof, sealed tablet containers. Competencies (knowledge/skills): Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good numeric skills, meticulous and attention to detail.
<u>DUTIES</u>	:	Assist with the receiving and storage of pharmaceutical products from suppliers. Maintenance and cleaning of equipment and cubicle. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure pre-packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good manufacturing practice within the pre-pack unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Buthelezi Tel No: (021) 483-8804
	:	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. All short-listed candidates may undergo a technical competency test. "Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply for an advertised post on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed." Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/123</u>	:	<u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum
	:	Karl Bremer Hospital
	:	Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale Industrial Food Services Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen.
<u>DUTIES</u>	:	The preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr RC Broekhuizen Tel No: (021) 918-1361
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant within the Department for a period of 3 months from date of advert.

CLOSING DATE : 18 October 2024

POST 36/124 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills. Have knowledge and understanding of the basic food groups and cooking methods.

DUTIES : Prepare, cook and serve meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Dress according to Departmental specifications and adhere to Hospital Policy. Ability to prepare food according to standardised recipes. Ability to be trainable in preparing of normal and therapeutic diets. Following and adhere to Health and Safety Regulations.

ENQUIRIES : Ms A Mahambi Tel No: (021) 850-4726
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 similar vacant 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 : 18 October 2024

POST 36/125 : **CLEANER**
West Coast District

SALARY : R131 265 per annum
CENTRE : Citrusdal Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum Requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Must be physically fit to lift heavy objects. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Renders effective, efficient and safe hygiene and domestic services in and Hospital environment. Contribute to effective management of domestic responsibilities. Waste management. Participates in linen management. Contributes to effective utilization and functioning of apparatus and equipment. Renders support services to Household Supervisor.

DUTIES : Renders effective, efficient and safe hygiene and domestic services in and Hospital environment. Contribute to effective management of domestic responsibilities. Waste management. Participates in linen management. Contributes to effective utilization and functioning of apparatus and equipment. Renders support services to Household Supervisor.

ENQUIRIES : Mr N Mphato Tel No: (022) 921-2153
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 : 18 October 2024

POST 36/126 : **CLEANER**
Central Karoo District

SALARY : R131 265 per annum
CENTRE : Leeu-Gamka Clinic
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Hospital and or Health Facility cleaning experience. Inherent requirements of the job: Physical fit and able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in cleaning services. Valid Code B/EC Drivers licence and willingness to drive. Competencies (knowledge/skills): Good communication (read, speak and write) and interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Knowledge of infection control and safety procedures of a hospital/clinic environment.

DUTIES : General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and

equipment. Maintenance of Clinic hygiene, grounds and safe environment in terms of standards and procedures. Optimal support to the supervisor and colleagues.

ENQUIRIES : Sr J Rossouw Tel No: (023) 414-3984
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
CLOSING DATE : 18 October 2024

POST 36/127 : **FOOD SERVICES AID**

SALARY : R131 265 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum Requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience meal preparation/cooking within a hospital/industrial kitchen preparing more than 250 meals at one time. Inherent requirement of the job: Willingness to work shifts during the day, weekends and public holidays. The physical ability to lift heavy equipment and supplies and stand on feet for most of the day. Dress according the departmental/food service specifications. Work a 10-hour day shift and weekends and public holidays (1 in 2). Competencies (knowledge/skills): Knowledge of appropriate hygiene and safety procedures in an industrial food service unit. The ability to handle industrial equipment. The ability to communicate effectively. The ability to create tasty meals. Cooking knowledge and skills.

DUTIES : Pre-prepare and prepare meals for normal and special diets. Dish up and distribute meals. Assist with the receipt and storage of food supplies. Maintain general hygiene in the Food Service Unit. Follow hygiene and safety directives for the use of apparatus and equipment. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Assist with the informal in-service training as required.

ENQUIRIES : Ms. M Coetzee Tel No: (021) 658-5207
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 : 18 October 2024