



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 38 OF 2024
DATE ISSUED 18 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.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
CIVILIAN SECRETARIAT FOR POLICE SERVICE	A	03 - 05
GOVERNMENT TECHNICAL ADVISORY CENTRE	B	06 - 17
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	C	18
OFFICE OF THE CHIEF JUSTICE	D	19 - 24
PUBLIC SERVICE AND ADMINISTRATION	E	25 - 26
PUBLIC WORKS AND INFRASTRUCTURE	F	27 - 28
SPORT, ARTS AND CULTURE	G	29 - 32
TRADITIONAL AFFAIRS	H	33 - 34

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	I	35 - 36
GAUTENG	J	37 - 38
KWAZULU NATAL	K	39 - 59
LIMPOPO	L	60 - 62
MPUMALANGA	M	63 - 86
NORTH WEST	N	87 - 92
WESTERN CAPE	O	93 - 146

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk.
- CLOSING DATE** : 01 November 2024
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and submit the certificate prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session.

MANAGEMENT ECHELON

- POST 38/01** : **CHIEF DIRECTOR: LEGISLATION REF NO: CSP/09/2024**
- SALARY** : R1 436 022 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB Degree or Bachelors or Degree in Law (NQF 7) or relevant equivalent qualification. 5 years of experience in senior managerial level position. Understanding of legislation research and development methodologies, legislation formulation, legislation and analysis methods. Extensive knowledge and experience in legislative drafting. A sound knowledge of and interpretation constitutional law and knowledge of risk management framework. Strategic capability and leadership, programme and project management, financial management and change management. Computer literacy. Verbal and written communication skills, presentation skills and legislation development skills. Advanced report writing skills. Problem solving and analysis, planning and organizing skills. Drivers licence.
- DUTIES** : Provide strategic leadership and support to the Secretary for Police Service to ensure that the Civilian Secretariat for Police Act, 2011 is properly implemented. Lead and guide the Secretary for Police Service on the legislation development matters, represent the Secretary at meetings of the National Forensic Oversight and Ethics Board ("Board") and report to Secretary on Board engagement. Research and prepare draft Bills and Regulations. Manage and attend to consultations and Parliamentary processes on Bills, manage and attend to the development of Bills and Regulations processes leading to the tabling of thereof. Develop and review Legislations. Conduct Legal Research. Implement a strategy to ensure that departmental legislation is effectively consulted with other organs of state and role-players to ensure the safety and security of communities. Provide legal advice, opinions and other legal support. Provide quality legal research on constitutional and legal issues that informs legislation. Process PSIRA applications for exemptions and manage the appointment of appeals Chairpersons. Conduct risk assessment. Manage resources of the Chief Directorate (human and financial).

ENQUIRIES : Mr BK Shiphamele Tel No: (012) 4931 386
APPLICATIONS : Can also be emailed to Recruitment22@csp.gov.za

OTHER POSTS

POST 38/02 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CSP/10/2024**

SALARY : R849 702 per annum, (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma/ Degree in Organisational Behavioural Sciences and Work Study / Management Services or Productivity Management or Operations Management. 5 years' experience in Organisational Development of which 3 years must be at supervisory/ management level (ASD). Knowledge of total quality management (TQM) will be an added advantage, experience in the Public Service Human Resources, technical expertise in Job Evaluation and Organisational Design methodologies. In-depth understanding of the legislative framework that governs Job Evaluation and Organisational Design, knowledge in the public services Job Evaluation system, ability to develop high level models and conduct high level feasibility studies. Understanding of business process re-engineering methodologies, organizational behaviour, organizational structures, organizational functionality assessments and life cycle. Knowledge of Government legislations. Computer literacy, problem solving and analysis, planning, interpersonal, verbal and written communication skills, applied strategic thinking, budgeting and financial Management. Report writing skills, presentation and project management skills, facilitation skills, business process mapping skills, monitoring and evaluation skills. Ability to conceptualise Change Management ideas and interventions. Networking and Building Bonds. Analytical thinking at macro and micro level. Valid driver's licence.

DUTIES : Manage organizational design and establishment services. Develop Organisational design policies, guidelines and procedures. Review, align and develop organisational structure based on Departmental strategic objectives and mandates. Determine post establishment and facilitate the costing of post establishment structure. Coordinate the determination of post provisioning norms. Perform work study and facilitate the implementation of organizational design and development strategies. Develop and review service delivery model annually to assist and support management in determining the most suitable operating model. Manage and conduct organisational review and redesign processes. Conduct Organisational functionality assessments of the department's internal systems and processes. Develop, review and maintain organisational structure of the department. Develop Service Delivery Improvement plans and Service Charter of the department. Consult with internal and external stakeholders on organisational structural changes. Monitor and maintain the implementation of approved organisational structures. Manage and conduct job evaluation in line with departmental and national policy guidelines. Identify and prioritise jobs to be evaluated. Preliminary Quality Assurance on evaluated jobs. Facilitate the job evaluation training program for the department. Develop and maintain job evaluation database. Facilitate the development and review of job descriptions and quality assure the job descriptions. Facilitate the development/review of the new /existing jobs. Maintain job descriptions database. Facilitate and conduct business process improvement initiatives. Conduct business processes mapping, work method improvement and standard operating procedures. Develop, Manage, Implement, Monitor and Evaluate the Business Processes and improvement strategies that supports the strategy and operations of the Department. Facilitate, coordinate and support the Provincial Secretariats on the development of their organizational structures, the business cases, and business processes and roadmaps. Introduce, facilitate and coordinate Change Management Strategies and Interventions. Management of resources (human and financial resources).

ENQUIRIES : Ms NM Sefiti/Ms M Ngobeni Tel No: (012) 4931 388/ 012 4931 398
APPLICATIONS : Can also be emailed to Recruitment22@csp.gov.za

POST 38/03 : **ASSISTANT MONITORING AND EVALUATION OFFICER REF NO: CSP/11/2024**

SALARY : R255 450 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma at NQF 6 or relevant qualification. Experience in data collection and processing. Data analysis and information management (added advantage). A high degree of computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Understanding of the policing environment and/or monitoring and evaluation (added advantage). Planning and organizing. Data collection, processing and management skills. Attention to detail, maintain confidentiality and communication skills. Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES : Participate in the development of the tabulation plan, participate in building the system, testing of the system, participate in effecting changes and finalisation of the system. Capture data in the database. Provide technical support to data capturers. Participate in data editing and imputation. Assist in data capturing. Participate in data analysis. Assist with the preparation and classification of data to be analyzed. Provide support on the coding and classification of data. Assist the Information Officer in data analysis and reporting. Provide logistical and administrative support to the sub-directorate.

ENQUIRIES APPLICATIONS : Ms L Mogudi/Ms NM Sefiti Tel No: (012) 4931 387/ 012 4931 388
: Can also be emailed to Recruitment32@csp.gov.za

POST 38/04 : **ASSISTANT MONITORING AND EVALUATION OFFICER REF NO: CSP/12/2024**

SALARY : R255 450 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma at NQF 6 or relevant qualification. Extensive experience of working with the Microsoft Windows suite of software, data analysis and Information management. A high degree of computer literacy especially using the Microsoft windows suite (e.g. MS Word, Excel, Outlook). Understanding of policing environment and/or monitoring and evaluation. Planning and organizing. Information collection and management skill. Analytical, project management and interpersonal skills. Attention to detail, confidentiality and communication skills. Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES : Conduct oversight visits. Collect data using M&E tools. Collect source documents as evidence to support the data collected. Capture data in the database. Conduct quality control and assurance on completed M&E tools. Handle the controlling of documents. Provide access to source documents based on access rights, maintain and update file of source documents. Provide admin support to the directorate. Ensure proper filling and archival of documents. Coordinate travel arrangements. Provide admin support to the Directorate. Provide logistical and administrative support to the Monitoring and Evaluation Team.

ENQUIRIES APPLICATIONS : Ms M Ngobeni/ Ms NM Sefiti Tel No: (012) 4931 398/ 012 4931 388
: Can also be emailed to Recruitment32@csp.gov.za

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities

- APPLICATIONS** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Potential candidates may apply online and attach accompanying documents on the GTAC website at <https://www.gtac.gov.za/careers>
- CLOSING DATE** : 01 November 2024 at 12 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

- POST 38/05** : **TEAM LEADER: PROJECT MANAGEMENT (JOBS FUND) REF NO: G04/2024**
(Term: 24 months fixed-term contract)
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Development Finance; Economics; Business Management; Project Management; Project Finance, or related field. Postgraduate qualification or internationally recognised certification in Project Finance; Project Management or related field would be advantageous. A minimum of 7 years' experience and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 5 years' experience in a middle management position. At least 7 years' experience and track record in respect of economic project/programme development and support. Strong economics background (Development/Behaviour/Micro with experience in active labour market interventions. Strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. Change Leadership: Change leadership is the ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining an information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/

Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political, and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision-makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. People Development and Management: Mobilises people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. Managers demonstrate concern for individual differences and employee morale and foster employee development through responsibility sharing, learning and training opportunities. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resource Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. Strategic Orientation: Strategic orientation is about taking a broad-scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on an awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. Economic Development: Knowledge/ understanding of how labour markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor approaches to development. Corporate Finance/ Project Finance/structured finance/Grant Management: Specific areas of finance dealing with the financial decisions corporations make and the tools as well as analyses used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds the cost of capital, without taking excessive financial risks. Policy Development Management and Dissemination: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to the National Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/Knowledge Management: Verbal and writing skills, stakeholder engagement and writing up case studies. Impact Evaluation: Verbal and writing skills, stakeholder engagement and writing up case studies. Impact Evaluation: Understanding impact evaluation methodologies, implementing evaluation programmes.

DUTIES

: To provide strategic and technical advice in the management of the Jobs Fund portfolio of projects and contribute to the knowledge and learning agenda of the Fund. Management of Funding round including application, appraisal and approval: Conduct research and provide strategic inputs on the design of the fund and future funding initiatives and develop impact assessment criteria. Assist with the origination of projects to strengthen the Jobs Fund Project Pipeline. Select high-impact projects aligned to the term sheet, Jobs Fund policies and knowledge outcomes. Provide quality assurance on allocated projects including admin support related to project decision records, minutes etc. Support staff and applicants. Analyse the application financial model and advise on an appropriate structure. Input Financial Research and funding requirements into the Term Sheet and Application appraisal documents. Analysing

Annual Financial Statements (AFS) and management Accounts and interpreting ratios. Assist with the Financial Appraisals. Analysis of the Applicant's past Annual Financial Statements, cash flows and cash flow projections. Contracting: Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs). Ensuring that the contracting ABC PIMP is per the one provided at appraisal to the Jobs Fund Investment Committee (JFIC) and that all figures are as per the Executive Summary. Ensuring that the Approved Financial Models are carried through the contracting documents. Reviewing of Matched funding agreements and documentation. Interrogation of Financial Models and ensuring that the contracted models are as per the Jobs Fund Operating Guidelines. Supporting the contracting process through training, negotiations and preparation/ Quality assurance of contracting documentation. Implementing effective contracting strategies to ensure the process is completed and contracting conditions have been met. Post-Investment Monitoring: Input at project monitoring committees -Project Implementation Review Meeting (PIRM), and participating in Project Close-out Reports (PCR), Post Implementation Monitoring Reporting Meetings etc. Participate in the Design and implement Year-End Review (YER) process. Communicate and manage audit logs in the Project Management Unit (PMU). Participate in finance processes and the preparation of documentation: Secondary Bank accounts and Surplus documentation. Quality assure that the implementing Financial Model is as per the approved model. Ensure the maintenance of the approved Matched Funding form and stature as per the approvals. Ensure proper maintenance of all financial evidence of projects. Quality Assure the maintenance of a separate set of Project Financials by the JFP. Assist in the Project Financial Audits and ensure that all submitted audits are per the Operating Guidelines. Monitor and resolve all Audit findings. Maintain and Quality Assurance of the Finance evidence Relationship Management: Implement relationship management mandate for the Jobs Fund. Develop and maintain strategic relationships with Jobs Fund partners and other stakeholders. Provide oversight/ manage intermediaries. Develop governance frameworks and manage implementation. Knowledge Harvesting and Sharing: (Implement the internal knowledge agenda strategy for the Jobs Fund which includes the management and/or production of: Practice notes/ Standard Operating Procedures (SOPs); Brown bags; Project Close -Out Reports. Implement external knowledge strategy for the Jobs Fund which includes the management and/or production of: Research papers/ Learning series; Community of Practice (COP/ Webinars); Creating a network of key influencers and stakeholders. Assist with project evaluation work and draft analytical pieces for the Jobs Fund. Conduct independent research on Active Labour Market policies and interventions. Talent Management: Assess staff skills gaps & align unit training plan to skills gaps. Deepen the skills and capacity of the team. Manage and guide teams towards the achievement of Jobs Fund deliverables and/or targets and creating a high-performing team. Manage resourcing and balancing work allocations. Assess staff performance throughout the financial year. Organising and managing Staff events. Strategy Implementation and Risk Management: Implement the disbursement strategy and identify opportunities for improvement. Efficient planning around disbursement including identifying disbursement risks and mitigants, cashflow and impact. Review and update the Jobs Fund Operating Guidelines and Standard Operating Procedures on an ongoing basis. Provide input into the strategic planning processes of the Jobs Fund. Adopt strategic projects and drive for better coordination and outcomes (escalation of issues, management interventions, risk-based site visit scheduling and length, management attendance of Project Steercoms, etc). Provide support for the development, assessment, and management of project improvement plans. Adherence to disbursement timelines and processes as per the Disbursement Framework. Contribute to the development of a risk management framework for the Jobs Fund. Lead the implementation of strategic assignments including the establishment of new programmes. Provide inputs into the submission of documents required to facilitate decision-making on additional budget allocations to the Jobs Fund (and related programmes) by relevant stakeholders.

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072

Technical Job Enquiries: jobsfund@treasury.gov.za

NOTE

: Calling all project management specialists with experience in development finance, impact investing, grant management, social impact programmes and project management to apply for a position at the Jobs Fund. Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

<u>POST 38/06</u>	:	<u>DIRECTOR: EVALUATION & LEARNING (JOBS FUND) REF NO: G05/2024</u> (Term: 24 months fixed-term contract)
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Development Studies, Public Administration, Economics and related fields. Postgraduate qualification in development studies, economics or social sciences or equivalent would be advantageous. Training or certification statistics and quantitative measurements. 6-8 years' experience in monitoring reporting and evaluating projects/programmes. At least 5 years' experience in a middle management position. Experience in establishing and/or implementing programme monitoring and evaluation systems using indicators and Development Impact Reports. Experience in the design and implementation of evaluations. Knowledge of questionnaire design and development of review instruments. Knowledge and experience in collating and analysing quantitative data for reporting and dissemination. Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders. Experience in the application of leading qualitative and quantitative data collection, analysis and reporting tools. Experience in managing projects with multiple stakeholders. Experience in working on knowledge management initiatives. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political, and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision-makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resource Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes. Evaluation Methodologies: In-depth understanding of various methodologies in evaluation, both qualitative and quantitative, such as surveys, record reviews, focus groups and case studies and able to identify appropriate methodology. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis.
<u>DUTIES</u>	:	Carrying out and attaining the mission and the goals of the Monitoring & Evaluation (M&E) unit. Develop a company culture that emphasises quality, continuous improvement, key employee retention and development, and high performance. Provide oversight and direction to the employees in the Monitoring & Evaluation unit by following the Jobs Fund's policies and procedures. Responsible for implementing a Jobs Fund-wide M&E framework and plan, with a priority focus on ensuring that the requirements of the Job Fund are met and aligned with the National Treasury and other critical funders/stakeholders. Manage the development processes and procedures for accurate monitoring and evaluation. Promote the utilisation of results-based

monitoring and measurement in the fast-tracking of Jobs Fund reporting mechanisms and the development of processes and procedures for accurate monitoring. Build the Jobs Fund's internal learning and collaboration processes. Promote a knowledge-sharing and learning culture at the Jobs Fund. Disseminate key lessons learned to improve the implementation of projects, and the monitoring and evaluation of projects. Advocate the Fund by sharing good practices and lessons learned with relevant stakeholders. Monitoring, Reporting and Measurement: Provide strategic direction to the Jobs Fund monitoring and evaluation unit. Conduct M&E training needs assessment of the Jobs Fund programme staff and make recommendations on how to strengthen the capacity in monitoring and evaluation accordingly. Lead the development, implementation and coordination of an operational M&E framework, ensuring that it meets the needs of the Jobs Fund. Enhance results-based monitoring and measurement and integrate it into the planning phase of all projects. Provide induction and support to all relevant stakeholders in the Jobs Fund on the M&E framework and how to integrate it within the programme and project management of the Jobs Fund. Participate in the development and support of multifunction systems and procedures that relate to project management of Jobs Fund projects. Work closely with Job Fund's Programme management to provide targeted support to key projects to establish M&E plans, to provide tools, manuals and guidelines and other materials for staff. Provide guidance in the identification of sources of data, collection and output methods. Provide support and oversight to ensure monitoring data is gathered and reported on. Lead the review, analysis and synthesis of monitoring data reported by all programmes/projects on a regular basis in preparation for reporting against set Jobs Fund indicators and Development Impact Reports (DIRs). Provide timely feedback to programme/project staff on the quality of data, identify gaps in data in a timely manner and work with staff to address weaknesses. Evaluation and Support: Provide strategic inputs into the management of the Jobs Fund Evaluation Framework and Learning Agenda. Design Project Formative, Midline, and Summative Evaluations. Support, organise or commission evaluations and case studies of Jobs Fund interventions as stated in programme/project M&E plans. Ensure that evaluations are conducted regularly within available budgets. Review and sign off on evaluations conducted externally. Lead the analysis, synthesis and where relevant integration of results of evaluations. Lead the development of Terms of Reference for evaluations and manage the service provider selection process. Utilise evaluation results to improve project roll-out and to identify and appraise new projects. Support partners in the development of results chains for their projects. Provide advice/information/guidance to project managers and partners on the most appropriate evaluation methodology for their projects. Promote and Enhance Learning: Lead the analysis and synthesis of findings from project evaluations. Initiate awareness sessions with stakeholders on evaluation, self-evaluation, project close-out and results-based management. Facilitate and coordinate information sharing. Guide the M&E team in performing benchmarking and research exercises on job creation, sustainability and systemic change. Manage research outputs and facilitate the implementation of research findings and recommendations. Initiate the creation of a network platform with internal and external stakeholders in the establishment of dialogue on the outcomes of evaluation results. Engage in activities related to the synthesis and dissemination of lessons learned by the Jobs Fund. Client Liaison: Develop and maintain relationships with internal and external stakeholders. Develop an exchange of experiences by participating in any existing network of relevant research about job creation, employability and systemic change. Conduct awareness sessions of results-based monitoring, reporting and measurement of tools and systems. Develop the strategy for the dissemination of learnings from case studies, reviews and project evaluations. Research and Development Processes: Embark on research and benchmark projects with established international institutions on best practices pertaining to monitoring, and evaluation. Integrate findings, and trends into future developments and tools pertaining to monitoring and evaluation practices, which will benefit the government as a whole. Conduct long- and short-term research, analysis, and information-gathering assignments in support of evaluation and learning efforts. Manage assessment and progress reporting efforts. Manage, analyse, and effectively visualise large and complex data sets. Coordinate and respond to internal and external requests for data and data analysis. Management of Data and Systems: Develop and maintain tools in support of the monitoring, evaluation and reporting for records purposes and future references. Monitor the evaluation of reports and keep a record of discrepancies and oversights for enhancement of processes and procedures. Evaluate the validity and integrity of information against said norms and standards. Identify opportunities to optimise the Job Fund's collection, use, and management of data. Develop and conduct training for Jobs Fund staff on the use of systems and effective data collection, use, and visualisation. Simplify complex systems and processes into user-friendly guidance for staff. Collaborate with the grants management system (Grants Management System) team and unit staff on broader system enhancements. Monitoring and Evaluation System: Develop the overall framework of the monitoring and evaluation activities. Document responsibilities and prepare a work plan and detailed budget for the monitoring and evaluation activities. Ensure that realistic intermediate and end-of-project targets are defined. Establish an

effective system for assessing the validity of monitoring and evaluation data through a review of activities. Draft tools and their revisions as well as data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals). Define and implement the key project performance indicators (Key Performance Indicators) as well as monitor them throughout the duration of projects. Implementation Framework: Design the framework for the physical and process monitoring of project activities. Develop and publish a Monitoring and Evaluation works plan. Promote a results-based approach to monitoring and evaluation, emphasising results and impacts. Coordinate the preparation of all monitoring and evaluation reports. Provide guidelines to business units and JF partners for preparing reports in line with agreed-upon standards. Prepare management reports for implementation progress and challenges together with recommendations. Undertake regular visits to the fields to support implementation of monitoring and evaluation. Monitor the quality of data produced and identify where adaptations might be needed. Monitor the follow-up of evaluation recommendations with project managers. Promote collaborative planning and monitoring with business units. Provide refresher training in monitoring and evaluation for Jobs Fund Partners (JFPs). End User Accountability: Develop field complaints mechanism, related processes and procedures to ensure that business units have access to and are able to respond to JF partners. Coordinate with business units the implementation of complaints mechanism including the quality and timeliness of replies provided to JFPs. Provide regular summaries of key issues raised through complaints mechanism to senior staff with recommendations. Support business units and JFPs to internalise the feedback received through the complaints system to enhance the quality of activities and services. Conduct studies and research on cross-cutting issues on the causes and roots of problems identified through complaints mechanisms or other sources. Communication, Reporting, Monitoring & Training: Assist Programme Development/Grants Management in establishing log frames, M&E work plans, and targets during the drafting of project proposals as well as throughout project implementation. Identify the causes of potential bottlenecks in project implementation and enhance the quality of reporting. Coach, mentor and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities. Empower employees to take responsibility for their jobs and goals. Delegate responsibility and expect accountability and regular feedback. Lead employees using a performance management and development process that provides an overall context and framework to encourage employee contribution and includes goal setting, feedback, and performance development planning.

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
 Technical Job Enquiries: jobsfund@treasury.gov.za

NOTE

: Calling all Evaluation & Learning Specialists with experience in applied research, formative, mid-term and summative evaluations, data analysis, policy development and report writing to apply for a position at the Jobs Fund. Are you passionate about impact investing and the measurement thereof? Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

OTHER POSTS

POST 38/07

: **FINANCIAL ANALYST (JOBS FUND) REF NO: G06/2024**
 (Term: 24 Months Fixed Term Contract)

SALARY

: R1 003 890 per annum (Level 12), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level

CENTRE

: Pretoria

REQUIREMENTS

: A Bachelor's degree (NQF Level 7) in Finance, Project Finance, Chartered Accountants, ACCA Qualified or Economics or a related field. A Postgraduate qualification in Finance or Project Finance would advantageous. A minimum of 6-8 years' experience in Project Finance, Corporate Finance or Structured Finance, with at least 3 years of management-level experience. Experience in the public service would be advantageous. Competencies Required: Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Financial Analysis:

Knowledge of financial data analysis including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES

: To be responsible for the financial management and oversight of funds allocated to the Jobs Fund, ensuring governance, compliance, and stakeholder engagement. The role also focuses on contributing to the knowledge and learning agenda of the Fund by researching and analysing data as well as leading and mentoring junior staff. Funding Allocation: Analysis of Corporate Financials and other relevant reports including analysing current and past financial data and performance. Review of new investment proposals (due diligence) and opportunities conducted by project teams. Accompany project teams on due diligence visits on a risk basis. Review of commercial analysis, financial model analysis, risk and institutional analysis conducted by project teams. Review appraisal reports for submission to various committees. Support project teams at various committees. Review contracting documentation and support contracting negotiations.

Review disbursement documentation required to provide initial funding allocations to projects. Cost Analysis: Review and assess the appropriate levels of project costs by establishing standard costs benchmarked with market data. Review of project-level financial assessments on a monthly and/or quarterly basis. Enhances the cost analysis process by establishing and enforcing policies and procedures. Review project budgets, including cost estimates for reasonability. Provide guidance to finance teams on effective cost analysis. Improves financial status by analysing results and monitoring variances at the fund portfolio level. Identify trends and recommend actions to Jobs Fund management. Recommend actions by analysing and interpreting data and making comparative analyses. Evaluate projects expenditures against Jobs Fund value-for-money frameworks. Governance and Compliance: Review of Jobs Fund policies for alignment with accounting standards. Identifying trends in financial performance and providing recommendations for improvement. Assists in the development and/or enhancement of program systems and procedures. Identifies and manages implementation risks for the assigned programs and develops sufficient risk mitigation on identified risks. Supports legal and other staff in ensuring Fund compliance with guidelines, and other applicable legislation. Provides oversight on the work done on financial data which includes bulk payroll data for validity, accuracy, and completeness. Conducts verification checks on submitted financial information. Manages the audit process for the audit of the supported projects. Provides overall financial information in preparation for Auditor General (AG) Audits. Financial Management: Monitor the spending against the budget for the allocated programmes. Review financial models and budget re-projections. Develop strategies for enhancing efficient spending against targets. Prepare regular reports for various stakeholders on overall fund progress. Manages Fund cash flow and prepares drawdown requests to sufficiently capitalise the various programmes as and when required. Conducts strategic site visits as part of the financial management of the project portfolio. Preparing disbursement documentation for consideration and approval by the Head of the Fund. Oversee disbursements to approved projects as well as monitor project progress post-investment. Prepares financial reports on allocated fund performance. Stakeholder Management: Prepares financial reports on allocated fund performance. Motivates and provides support to project teams to achieve their targets. Provides technical and non-technical support to Jobs Fund staff and other stakeholders. Manage relationships with Contracted Intermediaries to ensure sound financial management at the project level. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools. Quality assures the deliverables produced by the junior staff. Lead, mentor and guide team members.

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
 Technical Job Enquiries: jobsfund@treasury.gov.za

NOTE

: Calling all finance specialists with experience in development finance, impact investing, grant management, social impact programmes and project management to apply for a position at the Jobs Fund. Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

POST 38/08

: **FINANCIAL ANALYST (JOBS FUND) REF NO: G07/2024**
 (Term: 24 Months Fixed Term Contract)

SALARY

: R849 702 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level

CENTRE

: Pretoria

REQUIREMENTS

: A Bachelor's degree (NQF Level 7) in Finance or Economics or a related field. A Qualification in Public Finance will be an added advantage. A minimum of 4 years post training/ internship experience with at least 6 years' experience in Project Finance, Corporate Finance or Structured Finance with at least 3 years at a management level. Experience in the public service will be an added advantage. Competencies Required: Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making

markets work for the poor. Financial Analysis: Knowledge of financial data analysis including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES

: To analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa. Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Assist the Jobs Fund in the management and interpretation of the Auditing regulations and procedures. Jobs Fund Applications and Investment Opportunities Appraisals: Appraise new investment proposals (due

diligence) and opportunities submitted through the Calls for Proposals. To conduct a financial appraisal of the application which includes analysing the proposed financial model. Utilise and Quality Assure the Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP) to capture and review the Application proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. Jobs Fund Portfolio Investment Analysis: Analyse investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Prepare and submit surplus memos for implementation. Jobs Fund Performance and Reporting: Coordinate with other members of the Jobs Fund Project Management Unit to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
 Technical Job Enquiries: jobsfund@treasury.gov.za

NOTE

: Calling all finance specialists with experience in development finance, impact investing, grant management, social impact programmes and project management to apply for a position at the Jobs Fund. Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

POST 38/09

: **PROJECT MANAGER (JOBS FUND) REF NO: G08/2024**
 (Term: 24 months fixed-term contract)

SALARY
CENTRE

: R849 702 per annum (Level 11), (all-inclusive)
 : Pretoria

REQUIREMENTS

: Bachelor's degree/ Advanced Diploma (NQF Level 7) in Developmental Finance, Economics, Business Management, Project Management, Project Finance, or a related field. A Postgraduate qualification in Development Finance Economics, Business Management, Project Management and Project Finance would be advantageous. Minimum 5 years' experience in a project management or programme management position, at least 2 years of which at a management level. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Commitment to Learning: Actively pursue learning and development in order to achieve results and contribute to continuous improvement. Supports and encourages the learning and development of others. Concern for Quality and Order: Desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical

conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks, and consequences. Financial Analysis: Knowledge of financial data analysis including the ability to collect and monitor data, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values, and norms of other individuals, groups, and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures, and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate, and values. Sharing goals, objectives, and ideas to encourage others to commit to and be enthusiastic about realising the vision. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding procurement, contract management and services payment; Jobs Fund and grants management; labour management and employment in South Africa. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Resources Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes.

DUTIES

: To lead in the planning, managing, organising, and monitoring of project implementation in the Jobs Fund and contribute to the knowledge and learning agenda of the Jobs Fund. Project Management: Manage project plans, deliverables, financials, dependencies and outcomes of assigned projects to ensure that the project goals and objectives are achieved within the project timeframe and guidelines by the relevant stakeholders and management committees. Manage

overall project risk through identified mitigation processes proactively with project stakeholders to avoid project delivery, problems and delays. Manage successful implementation of projects for the full cycle of each project including: Programme induction sessions; quality maintenance of project records and documentation; guidance and direction in terms of programme objectives and operations; analysis and reporting on project products (e.g. business plans and project plans); support data population and manage information; monitoring and evaluation of projects; project cash flows and expenditure reporting; and conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure Project documentation conforms to agreed standards and procedures, and review progress against milestones and targets. Do a qualitative analysis of documents. Compile and present project status reports to provide project updates on activities and deliverables. Assist with ensuring that governance requirements of professional project management and those applicable to the National Treasury and Municipality are adhered to. Make recommendations aligned with the project specifications ensuring that the specifics of the project are being adhered to. Strategic Management and Planning: Manage projects and portfolio activities in line with strategies and policies. Design and implement any strategic management and planning aspects as directed. Financial Management: Contribute to the efficient financial and technical management of Jobs Fund projects. Ensure project deliverables stay on time, on-target and in-budget. Coordinate with other members of the Jobs Fun Project Management Unit (JF PMU) to review financial information and forecasts. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Stakeholder Engagement: Establish and maintain an effective relationship with the National Treasury and other government departments, the private investor community, official development agencies and other stakeholders. Identify and liaise with relevant project stakeholders.

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

NOTE

: Calling all project management specialists with experience in development finance, impact investing, grant management, social impact programmes and project management to apply for a position at the Jobs Fund. Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Please direct your applications to: The Provincial Head, Private Bag X11249, Nelspruit, 1200
Physical address: Mpumalanga High Court: Nelspruit Masters Office 52 Acacia Crescent, West
Acres, Nelspruit, 1200 or email to DOJ24-10-MP@justice.gov.za
- CLOSING DATE** : 04 November 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.

OTHER POST

- POST 38/10** : **FAMILY ADVOCATE LP7-LP8 REF NO: 2024/10/MP**
- SALARY** : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The
successful candidates will be required to sign a performance agreement.
- CENTRE** : Family Advocate: KwaMhlanga Magistrate Office
- REQUIREMENTS** : An LLB Degree or recognized 4-year legal qualification. Admitted as an Advocate. The right of
appearance in the High Court of South Africa. At least 5 years appropriate post qualification,
litigation experience. A valid driver's license. Skills and Competencies: Good communication
skills (verbal and written); Litigation and Advocacy skills; Legal research and drafting; Dispute
resolution; Case flow management.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance
with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and
conduct enquires to ascertain the best interest of the minor child by means of ADR procedures
and evaluation; Deal with Hague matters and all relevant circuit courts within the province.
- ENQUIRIES** : Ms NC Maseko at 083 284 9056

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- National Office (Midrand) 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.
- Supreme Court of Appeal: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000.
- Limpopo Division of the High Court:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

CLOSING DATE**NOTE**

- 01 November 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.

ERRATUM: Kindly note that the closing date for the post of Deputy Director: Solutions Architecture with Ref No: 2024/157/OCJ advertised on Public Service Vacancy Circular 36 dated 04 October 2024 with a closing date of 18 October 2024 has been extended to 25 October 2024. Apologies for any inconvenience caused.

OTHER POSTS

- POST 38/11** : **ASSISTANT DIRECTOR: DATABASE ADMINISTRATION REF NO: 2024/167/OCJ**
(Re-advertisement, candidates who previously applied are encouraged to re-apply).
- SALARY** : R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma in Information Technology/ Computer Science/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years of experience in Microsoft SQL Server environment, A valid Driver's license. Microsoft Certified Database Administration certification will be an added advantage. Skills and Competencies: Experience in developing and administering database security In-depth understanding of data backup, recovery, and archiving procedures, Working Knowledge of Microsoft SQL 2012 / 2014 / 2016, Installing databases on Windows and Linux. Experience configuring and maintaining highly scalable environments. Tuning and troubleshooting Database instances Microsoft SQL backup / Recovery Methodologies and strategies System monitoring, performance tuning and database optimization Disaster recovery for SQL Server, Good communication skills (written and oral). Interpersonal skills. Good organizing and planning skills. Client orientation and customer focus. Problem-solving skills. Ability to work independently, Ability to operate computer on hardware and software, Problem solving, Training, Conflict management, Strategic planning, Facilitation, Research. 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 monitor and maintain the department's data and ensure that the data is secured, accurate and protected from unauthorised access. Design and create the Structure Query language (SQL) database structure Set up database backups and recovery procedures Implement database security measures, set user access permissions and roles Implement database changes and upgrades as required Monitor database performance, data integrity and optimize query execution Troubleshoot and resolve database issues and errors, Provide technical support to end-users for database-related issues, Administer user access to the database systems, ensuring that only approved and authorized end-user have access. Establish and enforce role-based access control to restrict access according to job roles and responsibilities. Ensure that a well-documented information is available on all database procedures and guidelines, Monitor database connectivity at all times. Develop and maintain robust backup and disaster recovery plans to safeguard data in case of system failures or unexpected events. Regularly test and update these plans to ensure they are effective, Monitor the pro-active and preventative measures to preserve data at all times. Manage constant scheduling of database backups to preserve valuable data. Manage and monitor proactive restoration of possible data loss and ensure an effective recovery plan. Provide high-level support to customers on a daily basis, Determine the specific data needs to be imported into the data warehouse, including the source system and file formats. Create an ETL plan to extract data from the source system Build the necessary workflows or scripts to automate the ETL processes. Conduct thorough testing to ensure the ETL processes are correctly extracting, transforming, and loading the data.
- ENQUIRIES** : Technical Enquiries: Mr D Reid Tel No: (010) 493 8755,
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- APPLICATIONS** : Applications can be sent via email at Recruitment11@judiciary.org.za

- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity
- POST 38/12** : **REGISTRAR REF NO: 2024/169/OCJ**
- SALARY** : R307 659 – R1 053 387 per annum (MR3 – MR5), (salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate for validation of their experience. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : North West Division of the High Court
- REQUIREMENTS** : Matric plus an LLB Degree or a four (4) years Legal qualification. A minimum of two (2) years legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. A valid code B driver's license. Skills and Competencies: Excellent Communication Skills (Verbal & Written); Computer Literacy, numerical skills, attention to detail, Planning, Organizing, and Control, Problem solving and decision-making skills, customer service oriented, Interpersonal skills; conflict management; Strong work ethics; Professionalism; Ability to work under pressure and meeting of deadlines; Results driven; Honesty/ Trustworthy; Observance of confidentiality.
- DUTIES** : Co-ordination of Case flow management and support to the Judiciary; Attend to and execute requests from the Judiciary in connection with cases referred to case management and case management related matters; Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and practice directives; Assist the Judge President/ designated case management Judge with the facilitation of Pre-Trial conferences (drawing of the roll); maintaining of statistics on the case management tool; Supervision and management of staff; Provide practical training and assistance to the registrar's Clerk; exercise control over the management of appeals and reviews; Deal with the files in terms of the relevant codes and Legislation. Attend to Taxations.
- ENQUIRIES APPLICATION NOTE** : Technical/HR related enquiries: Mr OPS Sebatso Tel No: (018) 397 7064
 : Applications can be sent via email at Recruitment13@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 38/13** : **JUDGE'S SECRETARY REF NO: 2024/170/OCJ**
- SALARY** : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Limpopo Division of The High Court: Polokwane
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and 14 the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court 80 hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.

ENQUIRIES : HR Enquiries: Ms. E.M Ramaphakela/ Ms. T.P. Mudau Tel No: (015) 495 1744/1804
 Technical enquiries: Ms. M.M.G Phaswane Tel No: (015) 495 1812

APPLICATIONS NOTE : Applications can be sent via email at Recruitment15@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 38/14 : **JUDGE'S SECRETARY REF NO: 2024/171/OCJ**

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

CENTRE REQUIREMENTS : Constitutional Court: Braamfontein
 : A Grade 12. One (1) year's secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidential and time management. Computer literacy (MS Word) and research capabilities.

DUTIES : Provide general secretarial/administration duties to the Judge. Typing (or Formatting) of draft memorandum decisions, opinions or judgments entries written by or assigned by the Judge. Manage and type correspondences and judgments and court order for the Judge including Dictaphone typing, prepare Court files ensure their Court readiness. Arrange and Diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safe, safeguarding of all case files and endorsement of case files with an order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Store, keep and file court records safely. After case has been completed and opinion made decision or Judgment, perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the Judge to court, manage the Judges 'vehicle logbook, and the driver thereof. Compile Data and prepare reports and documents for the Judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case managements. Arrange refreshments for the Judge and hi/her visitors and attend to their needs.

ENQUIRIES : Technical enquiries: Mr J Mabena Tel No: (011) 359 7400/7458
 HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574

APPLICATIONS NOTE : Applications can sent via email at Recruitment16@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 38/15 : **JUDGE'S SECRETARY REF NO: 2024/172/OCJ**
 (Re-advertisement, candidate 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 : North West Division Of The High Court
 : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

DUTIES : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient

	:	operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical/HR enquiries: Mr O Sebatso Tel No: (018) 397 7065
<u>APPLICATIONS</u>	:	Applications can send via email at Recruitment14@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/16</u>	:	<u>ADMINISTRATION CLERK: DCRS REF NO: 2024/173/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu Natal Division of The High Court: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Matric certificate or equivalent qualification. Experience in Clerical/Administration functions in a court environment and operating a recording machine will be an added advantage. Skills and Competencies: Computer literacy (MS Office), Good communication skills (written and verbal), Good administration and organisational skills, Customer service skills and ability to work under pressure. Good interpersonal and public relation skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288 HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can sent via email at Recruitment17@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/17</u>	:	<u>REGISTRAR'S CLERK REF NO: 2024/174/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu Natal Division of The High Court: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Matric Certificate or equivalent qualification Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills, Communication (verbal and written), Computer literacy, good telephone etiquette, Ability to multi-task, Good organizing abilities, High level of reliability, Tact and Diplomacy, Computer (info extraction, presentation and data capturing).
<u>DUTIES</u>	:	Process documents for archiving and disposal, Open files according to filing system, File correspondence accurately, Maintain files in neat and good condition, Render an effective filing and records management service, Opening and close files according to record classification system, Filing, storage and tracing (telephonically/manually) and retrieval of documents and files, Complete index cards for all files, Accurate filing of correspondence in respective files, Maintain files in neat and good conditions, Handle incoming and outgoing correspondence, Receive all mail, Sort, register, date stamp and dispatch, Distribute notices when required, Provide Register counter services, Attend to requests for files and filing, Handle telephonic and other enquiries received, Maintain registers for incoming and outgoing files and correspondence, Deliver files on request.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288 HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can sent via email at Recruitment18@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/18</u>	:	<u>ADMINISTRATION CLERK REF NO: 2024/175/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric certificate or equivalent qualification. A valid driver's licence, Knowledge of SCM processes. Knowledge of BAS, JYP or Logis. Knowledge of contract management. Basic understanding of vehicle maintenance and troubleshooting. A three-year tertiary qualification in Logistics/Transport Management/Public Management and Administration will serve as an added

advantage. Experience in the administration and facilitation of transport matters will serve as a added advantage. Skills and competencies: Good communication skills (verbal and written). Computer literacy. Good interpersonal skills. Good administration and organisational skills. Customer Service skills. Ability to work under pressure. Attention to detail.

DUTIES

: Transport and logistics duties, managing of Judge's vehicles and government vehicles. Procurement of goods and services. Compiling and capturing of sundry and purchase order payments using JYP, BAS and LOGIS systems. Facility management; checking building for defects; identifying needs and liaising with suppliers.

ENQUIRIES

: Technical related enquiries: Ms V. Zwane Tel No: (051) 492 4623

HR related enquiries: Ms D. Peters Tel No: (051) 492 4523

APPLICATIONS

: Applications can sent via email at Recruitment19@judiciary.org.za

NOTE

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

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, per email.
- CLOSING DATE** : 04 November 2024
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) integrity assessment (3) a generic managerial competency assessment; and (4) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note: Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 38/19** : **CHIEF DIRECTOR: INTERNAL HUMAN RESOURCES AND WORKPLACE ENVIRONMENT
MANAGEMENT REF NO: DPSA 05/2024**
- SALARY** : R1 436 022 per annum (Level 14), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF Level 7 in Human Resources Management or Human Resources Development or Public Administration or Public Management or related qualification as recognised by SAQA. Minimum of 5 years' experience at senior management level. A minimum of 10 years' experience in a corporate services-related environment with a focus on Human Resource Management and Development, Labour Relations, Security and Facilities Management, and Transformation Programmes (Gender, Employee Health and Wellness, Occupational Health and Safety (OHS) Sound knowledge of the Government legislative frameworks on Human Resources Management and Development, Employee Health and Wellness, Occupational Health and Safety, Gender and Transformation, Workplace Environment Management (Security and Facilities Management), and financial and supply chain management; experience in the development of policies, strategies, frameworks, and guidelines for all the functions of the post; policy implementation monitoring and evaluation; development of standard operating procedures (SOPs); and compliance management. must be competent in strategic leadership and planning, decision-making, problem-solving, change management,

DUTIES

project and program management report writing, and conflict management. Strong financial and contract management skills and intermediate to advanced computer literacy/skills.

: Manage the conducting of research for the development and review of policies, strategies, frameworks, and guidelines for the various functions of the Chief Directorate. Implement the required systems (manual and electronic) and processes to ensure effective delivery of services to the department. Design and implement effective systems for compliance management. Conduct monitoring and evaluation of the implementation of policies. Develop and monitor the implementation of the Human Resource delegations in terms of the Public Service Act and Public Service Regulations. Manage the various committees and forums related to the functions of the Chief Directorate. Compile reports, concept notes, briefing notes, and presentations to the various management and governance structures of the department. Provide technical assistance, advise, and support to managers and staff and conduct capacity building with managers and staff on areas related to all the functions of the Chief Directorate. Implement risk identification and risk management processes and activities. Manage the audit processes, including the timely resolution of audit findings. Ensure effective management of the human and financial resources of the Chief Directorate.

ENQUIRIES

: Ms. Linda Dlodla Tel No: (012) 336 1282
E-mail your application to Advertisement052024@dpsa.gov.za

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.



- APPLICATIONS** : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE24-03@dpw.gov.za
- FOR ATTENTION** : Ms S Mafanya
- CLOSING DATE** : 01 November 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 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 POST

- POST 38/20** : **CHIEF ENGINEER: STRUCTURAL (GRADE A) REF NO: 2024/97**
(Re-advertisement for Ref No: 2024/85 PSVC 33 of 2024, Applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 200 426 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

- CENTRE** : Gqeberha Regional Office
- REQUIEREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience. Compulsory registration with ECSA/Relevant council as a Professional Engineer. Knowledge of structural engineering best practices and aspects of the building and construction environment, extensive knowledge and experience in the development, implementation and oversight of recovery plans when projects are lagging. Knowledge of PFMA, OHSA, Supply Chain Management, Contract Management, good technical and innovative problem-solving abilities. Computer literacy and experience in the application of Structural Engineering software in the use of dashboards to track progress. Good interpersonal and negotiation skills. Applied knowledge of all Built Environment legislatives/ regulating requirements. Excellent writing and presentation skills. A valid driver's license and the ability/ willingness to travel.
- DUTIES** : Provide technical lead in proposal preparations, define technical resources requirements for successful work execution, perform final review and approval or audits on new engineering designs according to design principles, set maintenance standards specifications and service levels according to organisational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on engineering related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures, infrastructure, scrutinize and approve fee accounts of consulting engineers. Mentor train and develop candidates and related technical personnel to promote skills/knowledge. Transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : Mr. S. L. Jikeka Tel No: (041) 408 2074

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

- APPLICATIONS** : Applications can be submitted using one of the following methods: Email quoting the reference number and post title in the subject line job@onlinecareerguidance.co.za. There will be no follow-up emails to this address. Hand delivery: The Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Send by mail: The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.
- CLOSING DATE** : 01 November 2024 at 16:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C & D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Use of the old Z83 Form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview; should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens or Permanent Residents. All non-SA citizens will be required to submit proof of permanent residence in South Africa should they be shortlisted. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Applicants must note pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. 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 for SMS posts, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes. Note: Prior to appointment for SMS post, 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, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 38/21** : **DIRECTOR-GENERAL REF NO: DSAC-01/10/2024**
(5 Year Contract)
- SALARY** : R2 259 984 per annum, (an all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension

Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

**CENTRE
REQUIREMENTS**

: Pretoria
: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; A qualification at NQF level 8 as recognised by SAQA in Public Administration/ Public Management or any other related qualification; Qualifications in the field of sport, arts, culture and heritage, would be an added advantage; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 10 years proven experience at a senior managerial level; A valid driver's license and willingness to travel. Competencies: Knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014 (PAMA) and the Public Finance Management Act, 1999 (PFMA); Proven strong belief and commitment to good governance, development and excellence in Sport, Arts and Culture sector; The ability to drive transformation in Sport, Arts, culture and heritage sector; The candidate should demonstrate sound knowledge and understanding of government legislations/Act and Regulations pertaining to an administration of a government department; Knowledge, understanding and implementation of the Acts and Regulations pertaining to the Sport, Arts, Culture and Heritage sector; Sound understanding of the National Programme of Action and the role of SACH sector; Proven capabilities in general core competencies for SMS in the Public Service including Strategic and leadership abilities, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment; Excellent written and verbal communication skills, as well as broad understanding of policies in the national and international context.

DUTIES

: The incumbent will serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Ensure that the DSAC has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfil all other responsibilities as delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department's mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of harmonious labour relations. to ensure top-class service delivery that will impact on all levels of society especially at grassroots level. Provide and oversee the modernization of services to accelerate business processes through digital platforms and to provide translation and or editing services to DSAC and all other department and their entities. Provide strategic leadership and direction to increase the access of South African citizens to sport and recreation facilities and mass participation opportunities. Provide strategic leadership and vision to ensure transformation in the sport, culture and heritage sectors. Provide strategic guidance to support high-performance athletes and professional artists to achieve success internationally. Provide strategic leadership and direction to ensure an integrated and inclusive society/ Social Cohesion. Provide strategic support to strengthen the oversight, monitoring and evaluation role of the Department toward all relevant sport, arts, culture and heritage entities. Provide strategic direction and guidance to improve the effectiveness and efficient delivery of the Infrastructure Project. Provide strategic leadership and vision to ensure that the Department support national arts organizations, professional artists and new flagship projects and initiatives. Drive the Organisational Development, equity and transformation programmes; Provide technical and administrative support to the Ministry; Manage the performance of staff reporting directly to the Director-General.

**ENQUIRIES
NOTE**

: Ms Z Lamati Tel No: (012) 441 3831
: It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

POST 38/22 : **DEPUTY DIRECTOR-GENERAL: RECREATION DEVELOPMENT AND SPORT PROMOTION**
REF NO: DSAC-02/10/2024
Re-advert, previous applicants are required to re-apply

SALARY : R1 741 770 per annum, (an all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria

REQUIREMENTS : Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; A qualification at NQF level 8 as recognised by SAQA in Sport Management/Sport Sciences/ Business Management or any other related qualification; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 8 years relevant experience at a Senior Management level in the sport and recreation sector; A valid driver's license and willingness to travel. Competencies: Industry knowledge - Thorough knowledge of principles and procedures organisations and stakeholders within the sporting fraternity, both locally and internationally; Knowledge and understanding of relevant policies, legislation and regulations that govern the sport sector; Thorough understanding of anti – doping agencies and compliance with the anti- doping regulatory framework; Knowledge and understanding of infrastructure development and relevant policies and prescripts; Knowledge of PFMA and relevant legislation; Effective communication and interpersonal relations; Presentation skills; Programme and Project Management skills; Demonstrates knowledge of general concepts of financial planning, budgeting, and forecasting and how they interrelate; Strategic capability and leadership; Client orientation and customer focus; Problem Solving and Analysis skills; People Management and Empowerment; Service Delivery Innovation; Change Management; Proven leadership and management abilities; Multi-skilled, dynamic; Self-motivated professional; Computer literacy; Ability to mobilize resources for the development and promotion of sport.

DUTIES : The purpose of this post is to oversee promotion, coordination, development and monitoring of Sport and Recreation and infrastructure and to direct and provide strategic leadership, advisory and support service to the Sport and Recreation sector; Oversee and support the provision of mass participation opportunities in sport and recreation; Facilitate opportunities in communities to ensure active participation in organised sport and recreation events; Implement sport and recreation promotion campaigns and events; Ensure provision of equipment and attire as per established norms and standards; Facilitate the establishment of community hubs and clubs that integrate into Federation structures; Identify and support a network of NGOs', CBO'S and NPO'S that contribute to Sport for Development and behavioural Change; Support the delivery of Community Outreach Programmes; Identify and support Priority Codes of Sport played at Schools in line with National Priorities; Establish /Support School Sport code committees and a school sport Co-ordinating Committee; Ensure participation in the National School Sport Champions; Ensure learners participation at district school sport tournament; Oversee the deliverables relating to the DORA grant; Manage and support the development of high-performance athletes to achieve success at an international level; Maintain a calendar of domestic Competitions; Ensure athletes are supported through the scientific support programmes; Ensure athletes are supported by sport academies; Organize various recognition events, like the SA sports Awards to encourage and recognise elite performance/ achievements; Manage an integrated support system to enhance the delivery of sport and recreation; Facilitate the implementation of the compliance of federations with the transformation Scorecard; Ensure the dimensions of the scorecard are completed by National Federations; Provide support to the Eminent Persons Group and ensure the finalisation of the Annual Transformation Report; Oversee support to sport and recreation bodies; Support to drug free sport agencies and other sport public entities; Develop, upgrade, and maintain an electronic Sport information and management system that will serve as a portal for information to service the whole sports sector; Co-ordinate research for Sport; Ensure South Africa plays international multi- lateral organisations like UN, UNESCO, AU; Oversee sport and recreation infrastructure support services; Oversee support of funding, technical and project management to municipalities for the development of sport infrastructure through Municipal Infrastructure Grant; Ensure provision of outdoor gyms/children play parks; Facilitate the provision of infrastructure projects in schools as an intervention; Communicate and regularly review the norms and standards for the provision of Sport and Recreation facilities; Manage the construction of legacy projects for heritage project; Manage deliverables relating to major sport events including bidding and hosting; Provide guidance and monitor the execution of tasks relating to the major international events receiving intra-governmental support; Provide guidance and monitor the execution of tasks relating to the preparation of status reports detailing national and international sporting events, exhibitions, or conferences used to showcase SA as a sport tourist destination; Compile report to indicate the

ENQUIRIES
NOTE

- socio – economic impact of Hosting major sporting events on the economy of the country and the contribution of sport to Tourism; Oversee the management of all the resources in the programme; Oversee compliance of legislative prescripts, monitoring, and evaluation, organisational performance, and corporate governance.
- : Dr C Khumalo Tel No: (012) 441 3439
- : It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

DEPARTMENT OF TRADITIONAL AFFAIRS

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

CLOSING DATE : 08 November 2024

NOTE : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

MANAGEMENT ECHELON

POST 38/23 : **CHIEF DIRECTOR: RESEARCH & INFORMATION MANAGEMENT REF NO: 2024/21**
Research, Policy & Legislation Branch

SALARY : R1 436 022 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria

REQUIREMENTS : A degree or equivalent qualification (NQF7) in Law or Public Administration or Public Policy or Anthropology or equivalent relevant qualification plus 5 years' experience at senior management level. Experience in the institution of traditional and Khoi-San leadership and specialised knowledge of customary law research will serve as an added advantage. Certificate for entry into the Senior Management Services (SMS). A valid/drivers license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Customary Law, Research, legislation interpretation, implementation and Information Management. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.

DUTIES : The successful candidate will perform the following duties: Oversee and manage research on customary laws, customs and customary practices of Traditional and Khoi-San royal families and communities; Oversee, manage and coordinate the documentation of customary laws of succession and genealogies; Oversee and manage the monitoring of legislation in respect of the administration of claims/applications for recognition and withdrawal of Traditional and Khoi-San Communities and leaders; Oversee and manage the monitoring of legislation in respect of the administration of traditional and Khoi-San leadership succession disputes Oversee and manage the monitoring of traditional affairs legislation implementation and compliance in respect of customary laws and customs, of traditional and Khoi-San leadership succession disputes; Oversee the management of information and Databases for legislation implementation in respect of recognised traditional and Khoi-San communities and leaders, customary initiation practices, applications/claims for recognition and withdrawal of Khoi-San communities and leaders and leadership succession disputes; Provide support to the institution of traditional and Khoi-San leadership and relevant statutory structures/committees in respect of research on traditional and Khoi-San communities customary laws, customs and resolution of leadership succession disputes. Oversee and manage financial and human resources of the Chief Directorate.

ENQUIRIES : Ms RS Mogaladi Tel No: (012) 395 4972/ (012) 334 0549

APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email to DTARRecruit2014.21@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

<u>POST 38/24</u>	:	<u>CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 2024/22</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Bachelor's degree or equivalent qualification (NQF7) in Public Administration/Management or any relevant qualification in the public administration fields plus 5 years' experience at senior management level. A relevant qualification at NQF level 8 as well as experience serving in an office of an Accounting Officer/Head of Department will serve as an added advantage. A Certificate for entry into the Senior Management Services (SMS). Understanding of the institution of traditional leadership and its protocols. A valid/driver's license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management, Technical competencies: Government Policies. Government frameworks on public service transformation. Stakeholder relations. Monitoring and Evaluation. Corporate Planning. Public policy analysis. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication (written and spoken).
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide leadership and advice in the Office of the Director-General. Provide leadership and guidance on corporate secretariat services. Provide leadership and guidance on co-ordination and delivery of communication activities for the Department. Provide leadership and guidance on Corporate Planning, Monitoring, Reporting and Evaluation in the Department. Manage financial and human resources in the office of the Director-General. Travel extensively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Motlhala Tel No: (012) 3365824 Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2 nd Floor Pencardia 1 Building or email to DTARRecruit2014.22@coqta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>POST 38/25</u>	:	<u>DIRECTOR: PARTNERSHIPS REF NO: 2024/23</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A degree or equivalent qualification (NQF7) in Public Administration/Management or any relevant qualification in the public administration fields plus 5 years' experience at senior management level. A relevant qualification at NQF level 8 as well as experience serving in an office of an Accounting Officer/Head of Department will serve as an added advantage. A Certificate for entry into the Senior Management Services (SMS). Understanding of the institution of traditional leadership and its protocols. A valid/driver's license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management, Technical competencies: Knowledge of government policies, systems processes and local government. Coordination and facilitation skills. Monitoring and evaluation techniques and skills. Research and policy analysis. Data analysis and interpretation. Report writing and presentation skills. Advanced computer literacy. Process Competencies: Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (written and spoken).
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Develop policy frameworks to facilitate partnerships among traditional leadership, government, business, and civil society. Develop and review support frameworks to strengthen traditional leadership through effective partnerships. Establish and manage a secure electronic database to track partnerships between various stakeholders. Monitor the implementation of partnership agreements to ensure they meet established goals and objectives. Develop detailed reports on the procurement and management of partnerships in compliance with the Traditional and Khoi-San Leadership Act. Provide assistance and support to traditional leadership for active participation in socio-economic development programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Morule Tel No: (012) 3365816 Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2 nd Floor Pencardia 1 Building or email to DTARRecruit2014.23@coqta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

- APPLICATIONS** : Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building or Candidates may apply via email: recruit@fshs.gov.za (on Subject of email kindly specify the rank and reference number of the position you are applying for).
- CLOSING DATE** : 08 November 2024, Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z 83 and a comprehensive/ detailed Curriculum Vitae (including a minimum of two recent and contactable referees). Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will not be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 38/26** : **AUDIT COMMITTEE MEMBER REF NO: HS 11/2024 (X5 POSTS)**
- SALARY** : The appointment will be supported by the terms of reference and contract. Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant post-graduate degree or equivalent qualification and be an active member of the relevant professional body, with experience of serving in an Audit or similar Committee/with a minimum of five (5) years' experience in any of the following fields: - Accounting, Auditing and Financial Management, Legal, Information Technology, Social Science, Engineering/ -General Management including experience in Public Sector Management. The candidate should be independent and knowledgeable of the status of their positions as member/ -Applicants should possess the skills required for the Audit Committee applied for/ - Members should have the necessary level of financial literacy. The following will be added advantages: Integrity, dedication, understanding of Public Sector business and controls, good communication skills, inquisitiveness and independent judgement. In terms of Treasury Regulation 27.1.4 - the majority of the members of an audit committee may not be employed by the public entity or be members of the controlling body". In other words, this would be interpreted to mean that the majority of audit committee members must be "non-executive".
- DUTIES** : The Audit Committee should act as an Advisory Committee to the Accounting Officer in terms of the requirements of Section 77 of the Public Finance Management Act (Act 1 of 1999 as amended by Act 29 of 1999) (PFMA) read with Treasury Regulations Treasury regulations TR3.1.10 as well as TR3.1.13. The Audit Committee must, amongst others: - Review the co-ordination of audit efforts to ensure completeness of coverage and promote the effective use of audit resources, - Review the strategic and operational plans, internal audit activities, staffing, and organizational structure of the Internal Audit Activity. Review the adequacy and effectiveness of the

Department's internal controls, including computerized information system controls and security, the quality of financial and other management information produced to ensure integrity and reliability , any related significant findings and recommendations of the internal and external auditors together with management 's responses thereto, Facilitates and monitors the coordination of all assurance activities implemented by the department; Reviews the process implemented by Management in respect of fraud prevention and ensured that all fraud related incidents have been followed up appropriately; Examine and review the Annual Financial Statements before final the approval thereof, Review compliance with all Regulatory and other related requirements, providing regular feedback to the Accounting Officer / Authority on the adequacy and effectiveness of risk management in the Institution, including recommendations for improvement; ensuring that the internal and external audit plans are aligned to the risk profile of the department and – Review any significant incidents of criminal or irregular nature as well as concur with the appointment/dismissal of the Chief Audit Executive.

ENQUIRIES

:

Mr. Olebogeng Themba – Chief Audit Executive at 066 486 5374

**PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY**

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



- APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Applications should be submitted at Jobs.gpt@gauteng.gov.za or <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached. 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
- CLOSING DATE** : 04 November 2024 at 00:00 midnight
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the job and the other Integrity (ethical) Conduct Assessment). Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

MANAGEMENT ECHELON

- POST 38/27** : **DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES REF NO: REFS/021840 (X3 POSTS)**
Directorate: Gauteng Audit Services
- SALARY** : R1 216 824 per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Internal Audit/Auditing/Accounting. A professional qualification e.g. CIA/CA qualification would be an added advantage. 7 years' experience in Internal Audit with 5 years of experience at Middle/Senior Managerial level in Internal Audit.
- DUTIES** : Preparation of a strategic 'business plan' for the cluster taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three-year rolling plan for each department in the cluster, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Liaising with and reporting to the Audit Committees. Management of long-term strategic risk based audit plan based on cluster specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department in the cluster. Quarterly review of long-term plans achievements, amendments, etc. will be done. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of international developments and standards in these areas.

<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>NOTE</u>	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level.
<u>POST 38/28</u>	:	<u>DIRECTOR: GOVERNANCE COMPLIANCE, MONITORING AND EVALUATION REF NO: REFS/021841</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R1 216 824 per annum, (all-inclusive package) consists of 70% Basic Salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain Management/Logistics/Public Administration. 5 years of experience at Middle/Senior Managerial level in Supply Chain Management/ Logistics/ Public Administration. Knowledge and experience of the public sector SCM legislative framework. Auditing, evaluation and monitoring of SCM compliance and or experience in all elements of Supply Chain Management.
<u>DUTIES</u>	:	To provide oversight and monitor SCM compliance of GPG institutions in line with SCM prescripts. Oversee the assessment of SCM compliance in departments to identify areas of non-compliance in line with SCM prescripts, conduct analysis and evaluation of SCM reports of non-compliance. Oversee the assessment of SCM compliance in public entities to identify areas of non-compliance in line with SCM prescripts, conduct analysis and evaluation of SCM reports of non-compliance. Monitor the implementation of SCM compliance action plans in departments and public entities. Oversee the assessment and status of irregular expenditure requests/condonation applications for departments and entities. Monitor the implementation of the identified risk mitigation within the Directorate and updating of the Risk Register. Identify new strategies to help improve compliance levels.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana at 060 387 4862
<u>NOTE</u>	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level.
<u>POST 38/29</u>	:	<u>DIRECTOR: MUNICIPAL FISCAL PLANNING AND POLICY REF NO: REFS/021842</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R1 216 824 per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Finance/ Accounting/ Auditing/ Local Government Finance. 5 years of experience at Middle/Senior Management level and exposure to Municipal Fiscal Planning and Policy work.
<u>DUTIES</u>	:	Research and policy guidance, development around local government tax and tariff instruments. Managing the provision of Departmental input into policy and legislative processes of various local government authorities and National public service departments, as it relates to local government. Management of the stakeholder engagement process in the development of sector policies and strategies, which must include the necessary and relevant consultation across all levels. Management, drafting and publication of research reports on issues relating to the local government financial governance and finance. Management of the liaisons with all internal, external policy and research stakeholders. Guidance, evaluation and monitoring of the drafting of policy amendments and policy, enhancements pertaining to local government. Management of the preparation of opinion and interpretation of policies. Determine and analyse key economic variables, their interrelations and relevance for the budget through inter alia: Perform periodic analysis, maintenance and update of provincial local government socio-economic indicators in the database. Conduct, coordinate and publish relevant local government publication and research. Provide technical and strategic support in local government socio-economic research, analysis and development. Strategic, Operational and Institutionalise co-ordination, support and guidance to the MFG Branch on its MFMA related functions, oversight and intervention role.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana at 060 387 4862
<u>NOTE</u>	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost.

- APPLICATIONS** : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. All applications must be addressed to the Head of Department and may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email address: kznjobssouth@kzndard.gov.za Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
- CLOSING DATE** : 01 November 2024
- NOTE** : Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please use the New Z83 Form which is effective from 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 38/30** : **DEPUTY DIRECTOR: ACQUISITION AND LOGISTICS REF NO: SSC09/2024**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary MMS package)
- CENTRE** : Head Office - Cedara
- REQUIREMENTS** : A relevant tertiary qualification at NQF level 7 in Supply Chain Management / Financial Management / Commerce and a valid driver's license. Experience: 3 - 5 years' related Supply Chain Management experience at junior management level. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, National and Provincial Practice Notes, KZN Provincial Supply Chain Policy Framework, SCM practices and procedures., Promotion of Access to Information Act, National Treasury Regulations, Preferential procurement policy framework. Skills: Language, presentation, analytical thinking, interpersonal relations, computer skills, planning and organizing, time management, report writing, problem solving, communication, conflict management, change management, relationship management and decision making.
- DUTIES** : Manage acquisition services. Manage logistics services. Manage quotation services. Develop policies and strategies aimed at improving service delivery. Manage the resources of the sub-directorate.
- ENQUIRIES** : Mr BR Dube Tel No: (033) 355 9185

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

- APPLICATIONS** : Applications to be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. Applications can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za

FOR ATTENTION : Ms NB Mabaso-Macaringwe
CLOSING DATE : 15 November 2024. Applications received after this date will not be accepted.
NOTE : To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

MANAGEMENT ECHELON

POST 38/31 : **DEPUTY DIRECTOR-GENERAL (TRADITIONAL AFFAIRS BRANCH) REF NO: 40/2024 (TAB)**
 Branch: Traditional Affairs

SALARY : R1 741 770 per annum, (all-inclusive Senior Management Service package)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a relevant Post Graduate NQF level 8 qualification as recognised by SAQA coupled with 8 years of experience at senior management services level as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of relevant legislation, policies and regulations; Knowledge of culture and customs in traditional communities; Understanding of policy interpretation and analysis; Knowledge of interpretation, research and development of legislation; Knowledge of project management; Knowledge of monitoring and evaluation processes and systems; Good strategic planning and organisational skills; Conflict resolution skills; Time management and team development skills; Decision making and problem solving skills; Management of finances and financial skills; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.

DUTIES : The successful candidate will be required to oversee the establishment and functionality of Traditional Leadership Institutions with the following responsibilities: Manage the provision of good governance and conflict resolution; Manage the provision of support to Traditional Leadership Institutions; Provide strategic direction and management to the Traditional Affairs Branch and manage the effective utilisation of resources for the branch.

ENQUIRIES : Dr. H.B. Krishnan Tel No: (033) 260 8047 or Ms. N.B. Mabaso-Macaringwe Tel No: (033) 260 8000

OTHER POSTS

POST 38/32 : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 42/2023 (MSDS)**
 Chief Directorate: Municipal Service Delivery Support
 Directorate: Intergovernmental Relations

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Bachelor Degree/Diploma qualification as recognised by SAQA in Public Administration/Political Sciences/Developmental Studies/Social Sciences or a related qualification coupled with 3 years junior management experience in the intergovernmental relations/ local government environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of relevant legislation; Knowledge of all relevant enabling prescripts; Knowledge of intergovernmental and

international relations; Knowledge of functioning of municipalities; Ability to articulate and implement the IGFA; Ability to nurture relationships with strategic partners within and outside of the government sector; Good planning and management as well as strategic analysis skills; Good presentation and facilitation skills; Conflict resolution and problem solving skills; Team development and decision making skills; Good communication skills (verbal & written); Computer literacy in MS Office and a valid code 8 driver's licence.

DUTIES : The successful candidate will be required to coordinate and promote intergovernmental relations with the following key responsibilities: Promote and facilitate an effective and efficient intergovernmental relations; Monitor and report on IGR matters; Provide a secretariat function at Intergovernmental Forums; Provide international and local twinning arrangements by identifying towns and cities in the world and SA that correspond with KZN cities/towns; Develop implement policies, frameworks, guidelines and toolkits Management of resources.

ENQUIRIES : Ms R Heeralal Tel No: (033) 355 6113

POST 38/33 : **TOWN AND REGIONAL PLANNER REF NO: 41/2024 (MP)**
 Chief Directorate: Municipal Planning
 Directorate: Spatial Planning

SALARY : R721 476 – R1 084 368 per annum, (OSD)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's degree (NQF level 7) qualification as recognised by SAQA in Urban/ Town/ City and Regional Planning or a relevant qualification coupled with 3 years' post qualification professional experience in a Town and Regional Planning environment and a valid code 8 driver's licence. Registration with SACPLAN as a professional Town and Regional Planner is compulsory. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of programme and project management; Knowledge of Town & Regional Planning principles and methodologies; Knowledge of research and development; Knowledge of computer-aided applications; Knowledge of creating a high performance culture; Knowledge of technical consulting and professional judgement; Decision-making and team leadership skills; Analytical and creativity skills; Self-management and financial management skills; Customer focus and responsiveness skills; Delegation and development of others skills; Planning, organising and execution skills; Ability to manage conflict; Problem-solving and analysis and insight skills; People management and change management skills; Good communication skills (verbal & written) and Computer literacy in MS Office.

DUTIES : The successful candidate will be required to perform all aspects of varied innovative and complex Town and Regional Planning and facilitate municipal planning development programmes and projects with the following key responsibilities:- Perform planning functions and activities in accordance with Town and Regional Planning principles in land development; Contribute towards Strategic Spatial Planning at provincial level (inclusive of co-ordination of planning activities between the 3 spheres of government and other stakeholders); Statutory planning and land use management (including providing support, capacity building and monitoring to Local Government); Office administration and Budget Planning; Research and development: keep up with new technologies and procedures and Manage the effective utilization of resources and Human Capital Development management, where required.

ENQUIRIES : MR Mthobisi Khumalo Tel No: (033) 897 5602/5618

DEPARTMENT OF HEALTH

OTHER POSTS

POST 38/34 : **CLINICAL MANAGER REF NO: CMM 05/2024 (X1 POST)**
 Directorate: Dundee Provincial Hospital

SALARY : Grade 1: R1 288 095 – R1 427 352 per annum. Other Benefit: 13th Cheque, Medical Aid (Optional) and housing Commuted overtime (subject to approval). All-inclusive salary package (this Inclusive package consists of 70% of basic salary. Rural allowance (22% of basic salary)

CENTRE : Dundee Provincial Hospital

REQUIREMENTS : Grade 12 (Senior certificate) /Standard 10. MBCHB or equivalent. A minimum of three years' experience as a Medical Practitioner after HPCSA registration. A minimum of (1) year experience as a supervisor. Current registration with HPCSA as a Medical Practitioner (2024/2025). Certificate of service endorsed by HR as a proof of experience. Recommendation: Accredited in minimum standards for safe caesarean section. Accredited ESMOE trainer. Accredited ETAT trainer. Supervisory experience Knowledge, Skill, Training and Competences Required: Computer literate-proficient in the MS package (Word, Excel, Outlook, Power Point). Sound

clinical knowledge, competency and skills in a clinical domain. Sound planning, negotiating and decision making. Information analysis, problem solving and policy (sop) formulation competency skills. Good communication, leadership, interpersonal and supervisory skills. Ability to supervise and manage allied health and clinical domains. Formulate policies and guidelines to improve quality of health care. Ability to manage maternal and child components and allied health sub-component independently, diligently, responsibly and engage when necessary. Knowledge of relevant policies, legislative prescripts, programs and priorities. Ability to teach, guide, and mentor junior staff within the department. Competence in human resources management, financial management, conflict management and change management.

DUTIES : Provision of clinical services as per departmental requirements. Planning Coordination and execution of tasks in the maternal and child component. Active participation (teaching) in General Anaesthesia. Clinical inpatient and outpatient service in the maternal and child. Active participation in outreach programs. Conduct/participate quality improvement programs in pursuit of quality patient centre care. Active participation in research. Active participation in clinical governance. Operational plan development and implementation as well as development and implementation of policies and protocols within the department relevant. Support and supervision for staff within the component as well as multidisciplinary team members participate in the training and teaching programs (students, intern and nurses). Provision of outreach programs within the referral's drainage network and /or catchment. Deputise the Manager: Medical Services.

ENQUIRIES : Dr PP Dlamini (Manager Medical Services) Tel No: (034) 212 1111, ext. 308.
APPLICATIONS : Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000. Postal Address: Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address Nonhlanhla.Nkosi@kznhealth.gov.za 08 November 2024

CLOSING DATE : 08 November 2024

POST 38/35 : **HEAD OF DEPARTMENT (CLINICAL SKILLS CO-ORDINATOR) REF NO: GS 24/24 (X1 POST)**
Component: KwaZulu Natal College of Nursing - Grey's Campus

SALARY : Grade 1: R676 068 per annum. Plus 13th cheque, medical-aid (optional) homeowners' allowance (employee must meet the prescribed requirements)

CENTRE : Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS : Senior Certificate/Grade 12 Plus A Diploma /Degree in Nursing, and Midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Plus A Post registration qualification in Nursing Education registered with SANC Plus Current Registration with the South African Nursing Council (SANC) 2024 A minimum of 9 (nine) years appropriate/recognizable nursing experience after registration as a Professional nurse with SANC in General Nursing At least 5 (five) years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department. Recommendations: A post registration qualification in Nursing Management/Nursing Administration/Health Services Management Masters Degree in Nursing A post basic qualification Unendorsed valid Code EB driver's license (code 08). Knowledge, Skills, Attributes and Abilities The incumbent of this post will report to the Principal of Grey's Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to coordination of undergraduate and postgraduate Nursing Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines Computer Literacy.

DUTIES : Manages clinical learning exposure of students between campus and clinical areas. Coordinates and ensure clinical placement and accompaniment of students. Coordinates the implementation

of various activities in the Clinical Skills Laboratory. Develops and ensures implementation of quality assurance programmes. Collaborates with other internal and external stakeholders to build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis, review and development. Development and review of nursing curricula for all categories of education and training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College.

- ENQUIRIES** : Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 897 3508
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/Khazimula.goba@kznhealth.gov.za.
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female
- CLOSING DATE** : 01 November 2024
- POST 38/36** : **CLINICAL PROGRAMME COORDINATOR REF NO: UMKH 06/2024 (X1 POST)**
Component: MCWH, PMTCT and Nutrition
- SALARY** : R520 560 per annum. Plus other benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Employee Must Meet Prescribed Requirements) Rural Allowance (On claim basis)
- CENTRE** : Umkhanyakude Health District Office
- REQUIREMENTS** : Diploma / Degree in General Nursing and Midwifery. Current registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing. A valid code B driving license. Knowledge, Skills, Training and Competences Required: Presentation Skills. Report writing abilities. Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other related matters and to comply with time frames Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Coordinate and facilitate development of programme plans for the prevention of Mother to Child Transmission of HIV and AIDS. Monitor implementation of strategies contained in the plan to reduce Mother to Child Transmission Provide technical support to institutions through continuous monitoring and evaluation of PMTCT and ensuring that policies are adhered to at all levels Liaise with government and non-government organizations on issues of Prevention of Mother to Child Transmission Ensure implementation, monitoring and evaluation of EMTCT strategy (Last Mile) in the district. Participate in Operation Sukuma Sakhe programme.
- ENQUIRIES** : Ms. TM Dlamini Tel No: (035) 572 1327
- APPLICATIONS** : To be forwarded to: The Manager District Health Office, Umkhanyakude Health District Office, P/ Bag X026, Jozini, 3969 or hand deliver at: uMkhanyakude Health District Office, behind KFC or emailed to: Umkhanyakudedistrictthealth.jobapp@kznhealth.gov.za
- FOR ATTENTION** : Mr. B.K Mpupa: Assistant Director: HRM
- NOTE** : Directions to the Candidates The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. No copies/qualifications/proof/letter, only Z83 and CV submitted on application The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMSUMKH 01/2024. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. We welcome applications from persons with disability (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all

occupational categories in the Department). NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

CLOSING DATE : 08 November 2024

POST 38/37 : **CLINICAL PROGRAMME COORDINATOR: HAST REF NO: UMKH 07/2024 (X1 POST)**
Component: HIV, AID, STI, ARV & VCT

SALARY : R520 560 per annum. Plus other benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements) Rural Allowance (On claim basis)

CENTRE : Umkhanyakude Health District Office

REQUIREMENTS : Grade 1: Grade 12 (Senior certificate). Diploma / Degree in General Nursing and Midwifery. Current registration with the SANC as General Nurse. A minimum of 7 years appropriate or recognizable nursing experience as a General Nurse Valid Driver's License (code EB). Recommendations Supervision or management experience in a HAST unit. NIMART training. Knowledge, Skills, Training and Competences Required: Report writing abilities. Financial management skills. Knowledge of District health system. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work-related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with proficiency in MS Office Software applications.

DUITES : Ensure that clinical audits are conducted at a Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure that an orientation and induction programme is in place for newly appointed midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers. Ensure HAST Programme implementation (ART/CCMT/HTS/TB and HIV integration in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices with support health programme strategies. Participate in the formulation of the District HAST operational and business plans Monitor budget allocated for ART/CCMT/HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district.

ENQUIRIES : Ms. TM Dlamini Tel No: (035) 572 1327

APPLICATIONS : To be forwarded to: The Manager District Health Office, Umkhanyakude Health District Office, P/ Bag X026, Jozini, 3969 or hand deliver at: uMkhanyakude Health District Office behind KFC or emailed to: Umkhanyakudedistricthealth.jobapp@kznhealth.gov.za

FOR ATTENTION : Mr. B.K Mpupa: Assistant Director: HRM

NOTE : Directions To the Candidates The following documents must be submitted: -The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. No copies/qualifications/proof/letter, only Z83 and CV submitted on application The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMSUMKH 01/2024. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. We welcome applications from persons with disability (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department). NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 08 November 2024

<u>POST 38/38</u>	:	<u>LECTURER- (GRADE 1, GRADE 2) (ADULT CRITICAL CARE NURSING SCIENCE) REF NO: GS 22/24</u> Component: KwaZulu Natal College of Nursing - Grey's Campus
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum Plus 13th cheque, medical-aid (optional) homeowners' allowance (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg Senior Certificate/Grade 12 Plus Degree/Diploma in General Nursing & Midwifery that allows registration with the South African Nursing Council (SANC) as a Professional nurse PLUS A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus A Post Basic qualification in Critical Care Nursing Science registered with SANC Current registration (2024) with South African Nursing Council: Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing Grade 1 or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of Grade 2 . Recommendations: In possession of an unendorsed valid RSA Driver's License (Code EB). Master Degree in Nursing. Knowledge, Skills, Attributes and Abilities Possess: knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to co-ordination of Post Graduate Diploma in Critical Care Nursing Science. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Critical Care training programs. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines. Proficiency in teaching and assessment of Post Graduate Diploma in Adult Critical Care evaluation approaches. Possess good communication (written & verbal) and presentation skills Computer Literacy.
<u>DUTIES</u>	:	Provide education and training to student nurses. Coordinate clinical learning exposure of student nurses between campus and clinical areas. Support the mission and promote the image of the college. Implement assessment strategies to determine student nurses' competencies Exercise control over student nurses Participate in quality assurance programs Participate in policy analysis, development and implementation. Development and review of nursing curricula for Adult Critical Care Nursing Implement the new nursing programs in line with SANC and CHE regulations Participates in the provisioning of continuous Professional Development activities at the Campus Participates in all government structures of the College.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 897 3508 Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za / Khazimula.goba@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Mrs M Chandulal Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male, Coloured Male.
<u>CLOSING DATE</u>	:	01 November 2024
<u>POST 38/39</u>	:	<u>LECTURER (GRADE 1, GRADE 2) CLINICAL FACILITATOR REF NO: GS 25/24 (X1 POST)</u> Component: KwaZulu Natal College of Nursing - Grey's Campus
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum Plus 13th cheque, medical-aid (optional) homeowners' allowance (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg

- REQUIREMENTS** : Senior Certificate/Grade 12 Plus A Diploma/Degree in Nursing, (General and Midwifery) Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Current Registration with the South African Nursing Council (SANC) 2024 Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2). NB: (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources) Recommendations: Master's Degree in Nursing Post Basic (R212) qualification Knowledge, Skills, Attributes and Abilities: Provide an effective and efficient clinical training of student Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Have in-depth knowledge of procedures and process related to nursing practice and nursing education. Knowledge of nursing education programmes and curriculum Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management. Possess good communication and interpersonal skills. Willingness to travel. Computer Literacy.
- DUTIES** : Provide an effective and efficient clinical training of student nurses in the R171 and Post Basic Nursing Programmes Develop/design, review and evaluate clinical evaluation tools. Co-ordinate clinical learning exposure of student nurses between the Campus and Clinical areas. Implement assessment strategies to determine student nurses' competencies. Exercise control over student nurses Implement the quality management system for Nursing Education Institution. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.
- ENQUIRIES** : Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 897 3508
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/Khazimula.goba@kznhealth.gov.za.
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity target for this post is: African Male, Indian Male, White Male, Coloured Male
- CLOSING DATE** : 01 November 2024
- POST 38/40** : **CLINICAL NURSE PRACTITIONER REF NO: UMKH 08/2024 (X1 POST)**
Component: HIV AIDS – High Transmission Area
- SALARY** : R451 533 per annum. Plus other benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements) Rural Allowance (On claim basis)
- CENTRE** : Umkhanyakude Health District Office
- REQUIREMENTS** : **Grade 1:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of four (04) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining the one (01) year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competences Required Knowledge of Nursing care processes and procedures, other relevant legal frameworks such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patient's Rights Charter. Interpersonal skills including public relations, conflict handling and counseling good insight of procedures and policies pertaining to nursing care. Personal attributes: responsiveness, professionalism, supportive and assertive. Good communication, report writing, decision making and problem-solving skills.
- DUTIES** : Provide quality comprehensive community health care by promoting preventive, curative and rehabilitative services for the clients and the community. Administrative services such as providing accurate statistics for evaluation and future planning Distribute male and female

condoms. Provide HIV counseling and testing. Management of Sexual and Transmitted infections and screening for Tuberculosis services. Provide Nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Implement standards, practices, criteria and the indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Ensure provision of basic needs of patients and a safe and therapeutic environment. Maintain constructive working relationship with Nursing and other stakeholders. Keep good valid record on all client intervention. Ensuring proper utilization of all resources efficiently and effectively.

ENQUIRIES : Ms. TM Dlamini Tel No: (035) 572 1327

APPLICATIONS : Applications to be forwarded to: The Manager District Health Office, Umkhanyakude Health District Office, P/ Bag X026, Jozini, 3969 or hand deliver at: uMkhanyakude Health District Office behind KFC or email to: Umkhanyakudedistricthealth.jobapp@kznhealth.gov.za

FOR ATTENTION : Mr. B.K Mpupa: Assistant Director: HRM

NOTE : Directions to the Candidates The following documents must be submitted: -The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. No copies/qualifications/proof/letter, only Z83 and CV submitted on application The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMSUMKH 01/2024. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. We welcome applications from persons with disability (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department). NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 08 November 2024

POST 38/41 : **CLINICAL NURSE PRACTITIONER (X3 POSTS)**
Branch: Human Resources

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

CENTRE : Christ The King Hospital:
Jolivet Clinic Ref No: CTK 08/2024
Sangcwaba Clinic Ref No: CTK 09/2024
Mntungwana Clinic Ref No: CTK 10/24

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

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to

improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES
APPLICATIONS**

: Miss K.G letsoalo Tel No: (039) 834 7500, ext. 7539.
 : Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za and Njabulo.dlamini2@kznhealth.gov.za and Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. NB: Failure to comply with the above instructions will disqualify applicants.

**FOR ATTENTION
NOTE**

: Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500
 : 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. "The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 11/2024. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

: 01 November 2024

POST 38/42

: **CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: GAM CHC 01/2024 (X7 POSTS)**

SALARY

: Grade 1: R451 533 per annum
 Grade 2: R553 545 per annum
 Other Benefits: 13th Cheque Medical Aid (Optional), Housing allowance (employee must meet prescribed requirements), 12 % rural allowance Uniform allowance.

**CENTRE
REQUIREMENTS**

: Gamalakhe CHC-Variou Clinics
 : Senior Certificate (Grade 12) Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2024 Receipt) Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem-solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES : Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in clinical records audits, Conduct outreach services to improve health outcomes. Ensure proper utilization and management of resources and integration of health services. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments. Advocate for Nursing Professionalism and Ethics.

ENQUIRIES : Mrs. N. Ndwendwe Tel No: (039) 318 1113

APPLICATIONS : All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249.

FOR ATTENTION : Human Resource Department

NOTE : The application must include only completed and signed new Form Z83 obtainable from any public service department or on the intranet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Documents, Senior Certificate, and the highest required qualification as well as drivers licence, where necessary, will only be submitted by shortlisted candidates to HR on/before the date of the interview.

CLOSING DATE : 01 November 2024

POST 38/43 : **CLINICAL NURSE PRACTITIONER GRADE 1&2 (X2 POSTS)**

SALARY : 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.

CENTRE : Ladysmith Regional Hospital (Primary Health Care):
Acaciaville Clinic Ref No: LRH 25/2024
Gateway Clinic Ref No: LRH 26/2024

REQUIREMENTS : 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 : 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.
<u>FOR ATTENTION NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	01 November 2024.
<u>POST 38/44</u>	:	<u>CLINICAL NURSE PRACTITIONER (ADVANCED MIDWIFE) GRADE 01 AND 02 REF NO: NTU/ADM/08/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R686 211 per annum Benefits: 13th cheque, Rural Allowance (provided the post meets the requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Ntuzuma Clinic
	:	Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). Current registration with SANC as a Professional Nurse (2024 SANC receipt). A minimum of 4 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
<u>DUTIES</u>	:	Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KINC; Helping Babies breath and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms O Magwaza Tel No: (031) 501 1777
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.
<u>NOTE</u>	:	Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za . Applicant must submit Z83 and

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

- CLOSING DATE** : 01 November 2024
- POST 38/45** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 24/2024 (X7 POSTS)**
Component: Antenatal & Labour Ward
(Re-advertisement)
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Obstetrics and Gynaecology with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2024) Experience **Grade 1:** a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 2:** a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e: Obstetrics and Gynaecology) after obtaining the 1- year post-basic Qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES** : Mrs R.M Abboo Tel No: (031) 907 8518
- APPLICATIONS** : Applications to be forwarded to: The Human Resource Manager or Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

<u>FOR ATTENTION NOTE</u>	: Applications may also be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment. : Mr. M.F Mlambo : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies . The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 24/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered The Department reserves the right <u>not</u> to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)
<u>CLOSING DATE</u>	: 01 November 2024
<u>POST 38/46</u>	: <u>PROFESSIONAL NURSE (SPECIALTY) - EMERGENCY & TRAUMA REF NO: NDH 08/2024 (X2 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 (Employee must meet the prescribed requirements) (Medical aid optional)
<u>CENTRE REQUIREMENTS</u>	: Northdale Hospital Senior Certificate (Grade 12) or equivalent qualification plus, Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council. Current SANC Receipt 2024. A post basic qualification in Emergency and Trauma Nursing Science/Critical Care Nursing Science with duration of at least 1year, accredited with the SANC. A minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Recommendations: Computer literacy, Driver's license. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Strong interpersonal, communication and presentation skills, Ability to make independent decisions, problem solving and conflict resolution. 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. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.
<u>DUTIES</u>	: Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of health standard compliance (OHSC), Occupational Health and Safety Act and all other applicable prescripts.

Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in staff development using EPMDS System and other work-related programmes and training. Support and mentor other categories of staff and student Nurses. Exercise control over discipline, grievance and all Labour Relations issues. Actively participate in resuscitation activities in the unit. Must be able to handle medical, surgical and trauma emergencies and high-risk condition. Collect, verify and submit data to FIO timeously. Deputise in the absence of the Operational Manager.

ENQUIRES APPLICATIONS : Mr ZC Biyela Tel No: (033) 387 9010
 : Applications to be posted to: The Human Resource Department, Northdale Hospital Private Bag X9006, Pietermaritzburg, 3201. Applications may also be hand delivered to 1389 Chota Motala Road, Pietermaritzburg, 3201, Northdale Hospital, Human Resource Practices. Applicants may also apply online via the S'thesha Waya Waya – KZN Online recruitment portal at (<https://www.eservices.gov.za>).

FOR ATTENTION CLOSING DATE : Mrs NR Madlala
 : 08 November 2024

POST 38/47 : **PROFESSIONAL NURSE (SPECIALTY) - OPERATING THEATRE AND CSSD REF NO: NDH 09/2024 (X2 POSTS)**

SALARY : Grade 1: R451 533 – R530 376 per annum
 : Grade 2: R553 545 – R686 211 per annum
 : Other benefits 13th Cheque, Housing allowance (Employee must meet the prescribed requirements) (Medical aid optional)

CENTRE REQUIREMENTS : Northdale Hospital
 : Senior Certificate (Grade 12) or equivalent qualification plus, Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council. One year diploma in Midwifery. One year post basic qualification in Operating Theatre Nursing Science. Current SANC Receipt 2024. A minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Successful candidate will have to spend minimum one year in service. Recommendations: Computer literacy, Driver's license. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Strong interpersonal, communication and presentation skills, Ability to make independent decisions, problem solving and conflict resolution. 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. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.

DUTIES : Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of health standard compliance (OHSC), Occupational Health and Safety Act and all other applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in staff development using EPMDS System and other work-related programmes and training. Support and mentor other categories of staff and student Nurses. Exercise control over discipline, grievance and all Labour Relations issues. Actively participate in resuscitation activities in the unit. Must be able to handle medical, surgical and trauma emergencies and high-risk condition. Collect, verify and submit data to FIO timeously. Deputise in the absence of the Operational Manager.

ENQUIRIES APPLICATIONS : Mr ZC Biyela Tel No: (033) 387 9010
 : Applications to be posted to: The Human Resource Department, Northdale Hospital Private Bag X9006, Pietermaritzburg, 3201. Applications may also be hand delivered to 1389 Chota Motala Road, Pietermaritzburg, 3201, Northdale Hospital, Human Resource Practices. Applicants may

		also apply online via the S'thesha Waya Waya – KZN Online recruitment portal at (https://www.eservices.gov.za).
<u>FOR ATTENTION CLOSING DATE</u>	:	Mrs NR Madlala 08 November 2024
<u>POST 38/48</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) - ORTHOPAEDICS REF NO: NDH 10/2024 (X1 POST)</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 (Employee must meet the prescribed requirements) (Medical aid optional)
<u>CENTRE REQUIREMENTS</u>	:	Northdale Hospital Senior Certificate (Grade 12) or equivalent qualification plus. Diploma/Degree in General nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Plus a Post Basic qualification in orthopaedics nursing with a duration of at least one year accredited with SANC. One year diploma in Midwifery. A minimum of 4 years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in general nursing. Current registration with the SANC as a general Nurse and relevant speciality (2024). Recommendations: Computer literacy, Driver's license. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Sound Clinical knowledge and experience of procedures and protocols in Orthopaedics. Cross cultural awareness. Sound teaching & supervisory abilities and the ability to supervise and teach junior staff. The ability to function in a multi-disciplinary team. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence. Knowledge of SANC rules and regulation and other relevant public service legislation, prescripts and policies. Problem solving skills, knowledge of Batho Pele and patient charter principles.
<u>DUTIES</u>	:	Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of health standard compliance (OHSC), Occupational Health and Safety Act and all other applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in staff development using EPMDS System and other work-related programmes and training. Exercise control over discipline, grievance and all Labour Relations issues. Activity participate in resuscitation activities in the unit. Must be able to handle surgical and trauma emergencies and high risk conditions. Collect, verify and submit data to FIO timeously. Deputise in the absence of the Operational Manager. Identification of Patient Safety incidents and management thereof. Assist in the drawing up of Quality Improvement Plans and the monitoring thereof. To coordinate orthopaedics patients care activities, assess needs and prevent orthopaedics complications.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr ZC Biyela Tel No: (033) 387 9010 Applications to be posted to: The Human Resource Department, Northdale Hospital Private Bag X9006, Pietermaritzburg, 3201. Applications may also be hand delivered to 1389 Chota Motala Road, Pietermaritzburg, 3201, Northdale Hospital, Human Resource Practices. Applicants may also apply online via the S'thesha Waya Waya – KZN Online recruitment portal at (https://www.eservices.gov.za).
<u>FOR ATTENTION CLOSING DATE</u>	:	Mrs NR Madlala 08 November 2024
<u>POST 38/49</u>	:	<u>PROFESSIONAL NURSE GENERAL STREAM WITH MIDWIFERY (VMC) REF NO: EGUM 04/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Other Benefits: 13th cheque/service bonus, 8 % Rural allowance plus Homeowners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE</u>	:	E G & Usher Memorial Hospital

- REQUIREMENTS** : **Grade 1:** One-year experience, where applicable (Completion of Community Service). **Grade 2:** A minimum of 10 years' appropriate recognizable experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nurse with Midwifery. Matric / Senior certificate, Degree or Diploma in general nursing or equivalent, qualification that allows registration with the South African Nursing Council as a registered nurse and midwifery. Current registration with SANC 2024 receipt. Registration certificate with SANC as a General Nurse and Midwifery Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) will be required when shortlisted on or before the interview. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedure, nursing status and other relevant legal frameworks. Knowledge and experience of public service policies and regulations. Sound management and negotiation skills. Knowledge of labour relations. Clinical competences. Good verbal and written communication and report writing skills.
- DUTIES** : Coordinate all VMMC activities and prepare a conducive/therapeutic environment for the conduct of VMMC. Ensure effective implementation of HIV prevention strategies including condom distribution within the sub district. Outpatient department delegation /allocation of duties. Recruitment of boys for voluntary male medical circumcision. Conducting of MMC on all eligible boys. Ensure conducting of proper nursing documentation on all patients record/clinical audits. Compiling VMMC stats daily, weekly, monthly and quarterly for submission to next reporting level. Develop actions plans on identified gaps and monitor implementation of those plans. Participate in health promotion and illness prevention initiatives. Create and maintain a complete and accurate nursing record for individual health care user. Utilize human, material promotion and illness prevention initiatives. Report and communicate on the continuity of care to the caregivers and members of the health team. Develop nursing care plan as per individual patients presenting complaint. Facilitate and assist the development of procedure manual for the wards. Administer treatment plan as per doctor's prescription as per prescribed guidelines. Implementation comprehensive nursing care plan to attain quality patient care. Keeping quality records for all patients. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences including the sub district VMMC supporting partners.
- ENQUIRIES** : Mr. MJ Mbali Tel No: (039) 797 8100
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post. Candidates are encouraged to send applications via email: EgusherMemorial.JbobApp.kznhealth.go.za
- FOR ATTENTION** : Human Resource Department
- NOTE** : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals / certified copies of qualifications, Identity document and proof of registration for related council when required in the advert and no faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.
- CLOSING DATE** : 01 November 2024 at 16H00 afternoon

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).

FOR ATTENTION : Ms N Cele

CLOSING DATE : 01 November 2024

NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

OTHER POSTS

POST 38/50 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE AND INTERNAL AUDIT SUPPORT REF NO: KZNPT 24/57**

SALARY : R444 036 per annum

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A 3-year NQF level 7 Degree or higher qualification in Accounting or Auditing. A Minimum of 3 years' experience in an accounting or auditing environment. Skills, Knowledge and Competencies: Deep understanding of The IIA's International Standards for the Professional Practice of Internal Auditing (Standards). Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including. PFMA. Treasury Regulations. Municipal Finance Management Act (MFMA). PSRF (Public Service Regulatory Framework). Public Service Regulations. General Recognised Accounting Principles. Generally Accepted Accounting Principles. MTEF budget compilation and analysis. Enterprise Risk Management. Accounting Principles. Data Analytics Tools and Techniques. Application and interpretation of legislation. Ability to work under pressure. Problem solving skills. Organizing. Analytical. Presentation. Communication. Planning. Project Management. Good communication skills, both written and verbal. Due professional care. Financial and Human Resource Management. Time management. Computer literacy (MS Office; Audit Software/TeamMate). Research/policy development. Numeracy. Human Resource Management. Financial Management. Report Writing.

DUTIES : Provide Internal Audit Branch Technical Support. Facilitate and coordinate training and development support for the branch. Provide Internal Audit Branch IT systems support. Conduct periodic assessments to evaluate conformance with the definition of Internal Auditing, the Code of Ethics and the Standards. Manage the resources of the directorate.

ENQUIRIES : Ms L Pillay Tel No: (033) 897 4351

POST 38/51 : **ASSISTANT DIRECTOR: FINANCIAL AUDITS REF NO: KZNPT 24/58 (X6 POSTS)**

SALARY : R444 036 per annum

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A 3-year NQF level 7 Degree or higher qualification with accounting and auditing as majors. A Minimum of 3 years' experience in an auditing environment. Valid drivers license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including Constitution. PFMA and Treasury Regulations. Municipal Finance Management Act (MFMA). PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles. Generally Accepted Accounting Principles.

Modified Cash Standards. MTEF budget compilation and analysis. Internal Auditing techniques. Enterprise Risk Management. Problem-solving. Analytical and numeracy. Auditing and report writing. Analytical and quantitative method tools. Verbal communication and presentation. Good interpersonal relations. Research and analysis. Report writing and general writing. Project planning and management. Change management. Time management. Policy development. Report writing. Statistical and quantitative analysis. Financial management. People management. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Excellent verbal and written communication abilities. Maintain high standard of honesty, objectivity, diligence and loyalty. due professional care. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Power Point (MS Office), internet and intranet.

DUTIES : Contribute to the development and revision of project plans, methodologies, policies and procedure manuals for financial audits for the province based on the results of the provincial risk assessments. Implement financial audit projects, policies, methodologies and procedure manuals. Supervise and execute the individual audit engagements or projects. Maintain relationships with client management, internal and external stakeholders. Manage the resources of the unit.

ENQUIRIES : Ms N Ngcobo Tel No: (033) 897 4650

POST 38/52 : **ASSISTANT DIRECTOR: PERFORMANCE AUDITING REF NO: KZNPT 24/60 (X4 POSTS)**

SALARY : R444 036 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF level 7 Degree or higher qualification with accounting and auditing as majors. A Minimum of 3 years' s experience in a performance auditing environment. A valid Driver's License. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including Constitution. PFMA and Treasury Regulations. PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles. Generally Accepted Accounting Principles. MTEF budget compilation and analysis. Performance Auditing techniques. Enterprise Risk Management. Team Mate Audit system. Verbal and written communication abilities. Problem-solving. Analytical and numeracy. Auditing and report writing. Quantitative method tools. Good interpersonal relations. Research. Report writing. Project planning and management. Change management. Time management. Policy analysis and development. Statistical and quantitative analysis. Financial management. People management. Strategic planning. Chairing of meetings. Computer skills: Spreadsheets (Excel), word processing (Word), Power Point (MS Office), internet and intranet.

DUTIES : Contribute to the development and revision of project plans, methodologies, policies and procedure manuals for performance audits for the province based on the results of the provincial risk assessments. Implement performance audit projects, policies, methodologies and procedure manuals by. Supervise and execute the individual audit engagements or projects by. Maintain relationships with client management and internal and external stakeholders. Manage the resources of the unit.

ENQUIRIES : Mr K Lamola Tel No: (033) 897 4258

POST 38/53 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: KZNPT 24/63 (X8 POSTS)**

SALARY : R444 036 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF level 7 Degree or higher qualification with accounting and auditing as majors. A Minimum of 3 years' s experience in an internal auditing environment. Valid drivers license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution. PFMA and Treasury Regulations. PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles. Generally Accepted Accounting Principles. MTEF budget compilation and analysis. Performance Auditing techniques. Enterprise Risk Management. Team Mate Audit system. Verbal and written communication abilities. Problem-solving. Analytical and numeracy. Auditing and report writing. Quantitative method tools. Good interpersonal relations. Research. Report writing. Project planning and management. Change management. Time management. Policy analysis and development. Statistical and quantitative analysis. Financial management. People management. Strategic planning. Chairing of meetings.

Computer skills: Spreadsheets (Excel), word processing (Word), Power Point (MS Office), internet and intranet.

DUTIES : Develop and maintain of methodologies, policies and procedure manuals for Internal Audit services. Implement the internal Audit methodologies and procedure manual. Provide value adding recommendations for improving the institutions financials. Maintain relationships with client management and internal and external stakeholders. Manage the resources of the unit.

ENQUIRIES : Ms L Xaba Tel No: (033) 897 4672

POST 38/54 : **INTERNAL AUDITOR: CLUSTER AUDIT REF NO: KZNPT 24/59 (X8 POSTS)**

SALARY : R376 413 per annum

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A 3-year NQF level 6 National Diploma or higher qualification with accounting and auditing as majors. A Minimum of 1 year experience in auditing or internal control or financial management environment. A valid Driver's License. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: As part of the overall requirements of the job, the jobholder will require to have knowledge of a variety of aspects. Working knowledge of the following Acts, prescripts, regulations, practice notes and procedures pertaining to Internal Audit. PFMA and accompanying Treasury Regulations. PSRF (Public Service Regulatory Framework). Public Service Financial and other System's. Standards for the Professional Practices of Internal Auditing. KZN Provincial Internal Audit Unit Methodology. General Recognized Accounting Principles. General Accepted Accounting Principles. Public Service Regulatory Framework. Risk Management. Operating and reporting procedures and work environment in the public service. Human Resource Management Practices. Knowledge of service delivery (Batho Pele). Organising. Planning. Problem solving. Research. Analytical and quantitative methods. Computer. Time management. Minute taking. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial Management.

DUTIES : Document and analyse business process flow. Implement internal audit projects, policies, methodologies and procedure manuals. Provide value adding recommendations for improving the institutions financials. Maintain relationships with client management and internal and external stakeholders. Manage the resources of the unit.

ENQUIRIES : Ms L Japi Tel No: (033) 897 4250

POST 38/55 : **INTERNAL AUDITOR: PERFORMANCE AUDITING REF NO: KZNPT 24/61 (X4 POSTS)**

SALARY : R376 413 per annum

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A 3-year NQF level 6 National Diploma or higher qualification with accounting and auditing as majors. A Minimum of 1 years' experience in auditing or internal control or financial management environment. Valid drivers license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: As part of the overall requirements of the job, the jobholder will require to have knowledge of a variety of aspects. Working knowledge of the following Acts, prescripts, regulations, practice notes and procedures pertaining to Internal Audit. PFMA and accompanying Treasury Regulations. PSRF (Public Service Regulatory Framework). Public Service Financial and other System's. Standards for the Professional Practices of Internal Auditing. KZN Provincial Internal Audit Unit Methodology. Generally Recognized Accounting Principles. General Accepted Accounting Principles. Public Service Regulatory Framework. Risk Management. Operating and reporting procedures and work environment in the public service. Human Resource Management Practices. Knowledge of service delivery (Batho Pele). Organising. Planning. Problem solving. Research. Analytical and quantitative methods. Computer. Time management. Minute taking. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Project Management. Self-disciplined and able to work under pressure with minimum supervision. Policy analysis.

DUTIES : Document and analyse business process flow. Implement performance audit projects, policies, methodologies and procedure manuals. Evaluate audit test results to provide inputs for the preparation of the draft performance audit report. Provide value adding recommendations to improve the provincial institutions performance and monitor and report on the implementation thereof. Maintain relationships with client management and internal and external stakeholders. Manage the resources of the unit.

ENQUIRIES : Mr K Lamola Tel No: (033) 897 4258

POST 38/56 : **IT AUDITOR REF NO: KZNPT 24/62 (X5 POSTS)**

SALARY : R376 413 per annum

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A 3-year NQF level 6 National Diploma or higher qualification with Information technology/ /information systems/computer science or related as majors. A Minimum of 1 year experience in an IT auditing environment. A valid Driver's License. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Working knowledge of the following Acts, prescripts, regulations, standards, frameworks, practice notes and procedures pertaining to IT Audit. PFMA and accompanying Treasury Regulations. PSRF (Public Service Regulatory Framework). Public Service Corporate Governance of ICT Framework. Public Service Financial and other System's. Standards for the Professional Practices of Internal Auditing. KZN Provincial Internal Audit Unit Methodology. Control Objectives for Information and Related Technology (COBIT). IT Service Management Standards, e.g. IT Infrastructure Library (ITIL). IT Risk Management. IT Governance. SEKCHEK (Security checking system). Teammate system. Information Security. Application and Operating Systems Control. Computer Assisted Auditing Techniques (CAAT) System. Operating and reporting procedures and work environment in the public service. Human Resource Management Practices. Knowledge of service delivery (Batho Pele). Organising. Planning. Problem solving. Research. Analytical and quantitative methods. Computer. Time management. Minute taking. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Project Management. Self-disciplined and able to work under pressure with minimum supervision. Policy analysis.

DUTIES : Document and analyse business process flow. Implement IT audit projects, policies, methodologies and procedure manuals. Evaluate audit test results to provide inputs for the preparation of the draft IT audit report. Provide value adding recommendations to improve the provincial institutions IT function and processes and monitor and report on the implementation thereof. Maintain relationships with client management and internal and external stakeholders. Manage the resources of the unit.

ENQUIRIES : Mr N Khuzwayo Tel No: (033) 897 4642

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY**

The Limpopo Department of Transport and Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. Women and Person with disabilities are encouraged to apply.

- APPLICATIONS** : quoting the relevant references should be forwarded as follows The Head of Department (For Head Office posts)
Department of Transport and Community Safety, Private Bag X 9491, Polokwane, 0700 or handed in at Phamoko Towers Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699
Capricorn District: 32 Schoeman Street, Polokwane, The Director, Private Bag X 9324, Polokwane 0700, Tel No 073 170 6748
Sekhukhune District: Lebowakgomo Govt. Complex. The Director, Private Bag X 61, Lebowakgomo, 0737, Tel No 015 633 5150.
Waterberg District: NTK Building, Modimolle, 84 CNR Limpopo Street & Thabo Mbeki Street, The Director, Private Bag X 1038, Modimolle, 0510, Tel No 014 718 2300/2311/2310.
Mopani District: Giyani Govt, Complex. The Director, Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000.
Vhembe District: Thohoyandou Govt. Complex the Director, Private Bag X 2145, Sibasa, 0970, Tel No 015 960 3000
Applications must be submitted via e-Recruitment system through the link at <http://erecruitment.limpopo.gov.za> and on new z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za.
- ENQUIRIES** : Ms. Amika Y: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maphoto S.M: 015 295 1163
- CLOSING DATE** : 01 November 2024 at 16h00
- NOTE** : Applicants are to specify the centre on z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants are required to submit Z83 and detailed CV. Only shortlisted applicants will be required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The employer reserves the right to fill or not to fill the posts. Failure to submit the requested documents will result in your application not being considered. Due to austerity measures the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only; due to the large number of applications we envisage. 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 seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

MANAGEMENT ECHELON

<u>POST 38/57</u>	:	<u>CHIEF DIRECTOR: GITO, TRANSPORT INFRASTRUCTURE & DISTRICT COORDINATION</u> <u>REF NO: LDTCS 001/2024</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/undergraduate qualification NQF level 7 in IT/ Transport Management as recognized by South African Qualifications Authority (SAQA). Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted before the appointment. 5 years' experience at a senior managerial level. Valid driver's license (with the exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Program and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills. Knowledge And Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<u>DUTIES</u>	:	Manage IT Network infrastructure, application/systems, IT Helpdesk services, provision of telecommunication services, IT assets and licensing. Manage SITA relationship: Business agreements (BA) and service level agreements with SITA and /or other suppliers of information management and information technology goods and services. Manage Government Fleet Services. Manage Transport Infrastructure Services. Manage District Coordination Services. Manage the component's resources against its strategic objectives
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

OTHER POSTS

<u>POST 38/58</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION: MEC'S OFFICE</u> <u>REF NO: LDTCS 002 /2024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Computer Literacy (Microsoft Office Package). Valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<u>DUTIES</u>	:	Manage the administrative and coordination activities within the Office of MEC. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority Render a Cabinet / Executive council support service to the executive authority. Supervise employees.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

<u>POST 38/59</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF THE HOD REF NO: LDTCS 003/2024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Relations will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Computer Literacy (Microsoft Office Package). Valid driver's license (with exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<u>DUTIES</u>	:	Provide Executive support to the Head of Department. Provide administrative support. Monitor the implementation of Executive management decisions as well as management of referrals. Manage logistical matters.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 38/60</u>	:	<u>ACCOUNTING CLERK: CASHIER REF NO: LDTCS 004/2024 (X6 POSTS)</u>
<u>SALARY</u>	:	R216 417 per annum. (Level 05)
<u>CENTRE</u>	:	Waterberg X5 (District Office, Modimolle Traffic Station, Northam, Mantsole TCC, Mokopane) Mopani (Maruleng Traffic Station) District
<u>REQUIREMENTS</u>	:	NB: Out of the above-mentioned posts, two posts are targeting persons with disability Grade 12/ NQF Level 4 or equivalent qualification as recognized by SAQA. Basic computer skills (Microsoft Office Package). Valid driver's license (with the exception of persons with disabilities). Core And Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
<u>DUTIES</u>	:	Perform cashier duties i.e. issuing receipts, safekeeping, and banking of State monies. Maintain and update relevant register. Provide a consolidated report. Capture revenue transactions in the financial systems. Prepare payment to Provincial and service Provider for cash collection.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex. Alternatively, applications for posts in Offices can also be uploaded to the following link: All Office Posts Link : <https://forms.gle/o9MBmwwn3xDFCSub8>
- FOR ATTENTION** : Mr. J Ngomane / Ms. C Mkhathshwa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment
- CLOSING DATE** : 07 November 2024
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV ONLY. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. 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 complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. 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. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. 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 Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

MANAGEMENT ECHELON

- POST 38/61** : **CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT REF NO: W6/351**
- SALARY** : R1 436 022 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : A Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA or post graduate in Management as well as 5 to 8 years experience as a Senior Manager. Preference will be given to a Built Environment Degree. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, PFMA and Financial Regulations. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of physical resources and facilities management. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.
- DUTIES** : Manage the infrastructure portfolio of the Department. Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of physical resource- and facilities management services in the Province. Manage the forming of strategic partnerships with relevant stakeholders. Develop and manage strategies,

policies, systems, norms/standards and plans related to the provision of physical resources and associated equipment. Manage the delivery and maintenance of the entire infrastructure program for the department. Manage the budget allocated for infrastructure construction and procurement of goods & services. Facilitate the development, implementation, monitoring and evaluation of physical resource programmes. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality. Empower staff within the component through coaching, development and skills transfer. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Provide strategic leadership and guidance.

ENQUIRIES
NOTE

: Ms LH Moyane Tel No: (013) 766 5111
 : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 38/62

: **CHIEF DIRECTOR: PLANNING & PROGRAMMES MANAGEMENT REF NO: W6/352**

SALARY

: R1 436 022 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

CENTRE
REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognized Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a senior managerial level. The applicant must be competent in program management and possess strong people management skills. The applicant must have the working knowledge to manipulate technology gadgets and applicable information management systems, including GIS. In addition, the incumbent must have good verbal and written communication skills as well as knowledge of the Public Finance Management Act (PFMA) and Supply Chain Management Framework. The ability to provide strategic leadership and to work under pressure will be a strong recommendation. The successful candidate must be a dynamic leader, team builder and will be expected to sign an annual performance agreement. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Program and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Render integrated strategic planning for the enhancement of the learner environment and related budgeting. Develop and co-ordinate plans for the strategic provision of effective Information and Communication Services. Render disaster management services. Provide policy guidelines for the schooling system and manage the process of the registration of schools and land administration. Develop and provide a guidance framework for the outsourcing of services if and when required. Manage the rendering of effective information management and –technology services. Plan for and manage the implementation of the New School designs initiative. Manage the co-ordination, monitoring and reporting on macro policy and planning processes. Manage the determination of the research needs of the department, the conducting of research and the establishment of a departmental resource centre. Manage the development and co-ordination of all developmental education projects in support of the overall strategic plan. Manage the provision of Education Management Information Services. The appointee will be part of the management echelon of the Department of Education and will be expected to contribute at that level.

ENQUIRIES
NOTE

: Mr D Mtembu Tel No: (013) 766 5438
 : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

<u>POST 38/63</u>	:	<u>CHIEF DIRECTOR: QUALITY PROMOTION AND -ASSURANCE REF NO: W6/353</u>
<u>SALARY</u>	:	R1 436 022 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a senior managerial level. The ideal candidates would have vision, a mature sense of leadership and proven financial and personnel management abilities. In addition, he/she should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility. In addition to the above requirements, proven experience in providing strategic direction in the development and implementation of relevant policies, programmes and projects in the field of quality assurance and curriculum enrichment is a pre-requisite. The successful candidate should have an in-depth understanding of both national and international trends and debates around quality assurance systems in education. He/she will have excellent communication and proven ability to work under pressure and extended hours. Willingness to travel and work beyond normal working hours. Ability to maintain the required level of information confidentiality and security. Good computer user skills. The ideal candidate will be a strategic thinker who has the ability to lead and deliver excellent results within a complex and diverse environment. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.
<u>DUTIES</u>	:	As the general manager of the chief directorate, the incumbent will be expected to provide strategic direction and guidance to the Department as a whole, as well as taking responsibility for the development and maintenance of policies as well as the management and co-ordination of programmes towards the qualitative implementation of: School enrichment programmes, including ensuring the implementation of nutrition programmes and the impact thereof, the co-ordination and evaluation of the development and implementation of HIV/Aids Education, and the development and maintenance of a strategic collaboration between Health, Education, Social Services and Agriculture. The co-ordination and evaluation of the development and implementation of sports, music and cultural programmes. The co-ordination, development and implementation of policy on the provisioning and utilisation of printed media and audio-visual hardware and software, and the management of school and education libraries. Quality assurance: The systemic evaluation on all levels of the education system and the co-ordination and monitoring of the implementation of Whole School Evaluation. Promote a culture of efficiency and quality. Empower staff within the component through performance management, coaching, development, and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.
<u>ENQUIRIES</u>	:	Mr SJ Mkhwanazi Tel No: (013) 766 0992
<u>NOTE</u>	:	The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>POST 38/64</u>	:	<u>DIRECTOR: BURSARY SCHEMES, LEARNERSHIPS & INTERNSHIP REF NO: W6/354</u>
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his

- own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.
- DUTIES** : Manage internal bursaries including the co-ordination of internal bursaries for the following Departments: Education, Health, Social Development, Community Safety, Security and Liaison, Agriculture, Rural Development and Land Admin Premier, Finance, Economic Development, Environment and Tourism, Co-operative Governance and Traditional Affairs, Public Works, Roads and Transport and Human Settlements. Manage external bursaries including the co-ordination of a provincial bursary committee and the management of bursary administration. Manage the co-ordination of an external bursary forum and the monitoring of external bursaries. Manage the recruitment of bursars. Manage the co-ordination of internship and learnership programmes. Manage the recruitment of graduates for internship programmes as well as internal and external learners for learner-ship programmes. Align provincial human resource development plans with relevant SETA's. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity.
- ENQUIRIES** : Ms V Francis Tel No: (013) 766 5264
- NOTE** : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- POST 38/65** : **DIRECTOR: HR PROVISIONING REF NO: W6/355**
- SALARY** : R1 216 824 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Competencies: Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertaining to HR Provisioning. In depth knowledge of and experience in procedures for dealing with the job evaluation system, HR Provisioning and HR Planning. Credible experience in the management of the maintenance and administration of the entire Departmental HR Establishment. Credible experience in the Management of the PERSAL system. Credible knowledge and experience related to the costing and preparation of inputs for Compensation budgeting processes. Ability to develop logical frameworks and other planning models. Ability to maintain the required level of information confidentiality and security. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.
- DUTIES** : Manage the HR Provisioning Unit. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service. Manage the monitoring and maintenance of the departmental establishment as well as the PERSAL Personnel sub-system. Manage the Post Provisioning Norms in the allocation of posts & employment of educators. Manage and control the provisioning of human resources in line with HR- and Affirmative Action plans. Manage the recruitment and employment of educators and officials in offices in accordance with policy and delegations. Provide costing and inputs for Compensation budgeting processes. Give direction to, co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Manage the development and

	:	implementation of HR Plan, HR Performance Information, Risk Management & all other HR Strategic interventions in accordance to the approved HR Strategy & appropriate policy, processes & procedures- and administrative structures for the provision and maintenance of a HR provisioning service. Identify the needs for improved HR provisioning services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Mr JS Ndala Tel No: (013) 766 5508
<u>NOTE</u>	:	The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>POST 38/66</u>	:	<u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: W6/356</u>
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised Bachelor's Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. Extensive appropriate experience in the field of Management Accounting. Credible knowledge and experience related to the preparation of inputs for Departmental budgeting, financial planning and system control (BAS) processes. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.
<u>DUTIES</u>	:	Manage and give strategic direction to the Management Accounting Directorate. Co-ordinate, manage and monitor departmental budget management services. Co-ordinate and manage financial planning in the department, and execute financial control. Co-ordinate and manage BAS System control services. Interpret existing and newly developed policies on management of the budget and financial planning where applicable. Identify the needs for improved budget management services and financial control and formulate strategies for the implementation thereof. Compile budget estimates, monthly forecasts, project planning and manage cash flow. Advise and effect adjustments and rollovers. Develop financial management policies, processes and procedures. Conduct medium and long term financial planning in line with MTEF processes. Monitor and report on expenditure trends and compile financial statements. Provide inputs and advice relating to Business & Project Planning processes. Liaise with Treasury regarding allocation of funds, approval of the budget and allocation of additional funds. Implement norms and standards on funding for schools. Extract financial information from BAS to prepare reports as required by management and Treasury. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.
<u>ENQUIRIES</u>	:	Ms TF Ntuli Tel No: (013) 766 5438
<u>NOTE</u>	:	The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical

exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 38/67

: **DIRECTOR: OFFICE OF THE HOD REF NO: W6/357**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

CENTRE

: Head Office, Mbombela

REQUIREMENTS

: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Experience in networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

ENQUIRIES

: Ms LH Moyane Tel No: (013) 766 5111

NOTE

: The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

<u>POST 38/68</u>	:	<u>PRINCIPAL: MST ACADEMY REF NO: W6/358</u>
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	The Principal is the Chief Executive of the MST Academy and is responsible for its strategic, academic and administrative management. The successful candidate must have appropriate academic qualifications i.e. at least an appropriate recognised Bachelor of Science degree (Mathematics, Physics/Chemistry or Technology), supported by 5 years experience of and insight into the main responsibilities of the post, which should include teaching experience in the subject area. The main qualities expected of the Principal are capacity in terms of strategic and academic leadership, as well as appropriate management skills. The candidate will be required to have a sound understanding of Mathematics-, Science- and Technology education in the General and Further Education and Training phases, the national and provincial imperatives related thereto as well as the applicable legislation frameworks and processes which govern and regulate the provision of education. Practical business management and administrative experience in public and / or private sector, and/or the development of education programmes will be an added advantage. An appropriate recognised post graduate qualification in Mathematics, Physics or Chemistry will serve as an added advantage. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.
<u>DUTIES</u>	:	Advance the delivery of quality Mathematics-, Science- and Technology education in the schools linked to the MST Academy. Facilitate and direct research on teacher development programmes and strategies required for quality education in mathematics, science and technology. Render communication and marketing services. Render and manage administrative and related support services. Ensure the establishment of a coordinated system for the MST Academy, and facilitate the delivery of programmes relevant to the needs of the Province. Oversee the performance and achievement of the MST Academy and facilitate the creation of a conducive educational environment for productive learning and teaching and service delivery. Actively engage in policy development matters to ensure that the MST Academy achieve its core objectives. Promote the continuous development of self-managing educational institutions and educators. Account to the Head of Department for all policy and financial mandates of the MST Academy. Co-ordinate, evaluate and monitor that the allocation and utilisation of resources in the Academy is cost effective and benefits institutions equitably.
<u>ENQUIRIES</u>	:	Mr. ER Nkosi Tel No: (013) 766 0918
<u>NOTE</u>	:	The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>POST 38/69</u>	:	<u>DIRECTOR: DISTRICT MANAGEMENT REF NO: W6/359</u>
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised Bachelor's Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability

to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

**ENQUIRIES
NOTE**

: Ms JT Dlamini Tel No: (013) 766 0508
 : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 38/70

: **DEPUTY DIRECTOR: DEPARTMENTAL DEBT AND REVENUE REF NO: W4/218**

SALARY

: R849 702 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs

**CENTRE
REQUIREMENTS**

: Head Office, Mbombela
 : An undergraduate qualification (NQF 7/6) or equivalent qualifications as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of PERSAL and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Experience in financial management, analysis, evaluation and interpretation. Extensive computer literacy – Excel and MS Word. Well-developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. Knowledge of SCOA will be an added advantage. Valid driver's license.

DUTIES

: Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental debts and revenue. Monitor the debt account. Make proposals to management in regard to management of debts. Prepare progress reports on the status of debt and debt clearing for management. Recommend debt write offs and possible black-listing. Develop revenue enhancement strategies. Execute HR performance management.

**ENQUIRIES
NOTE**

: Mr. D Shipalana Tel No: (013) 766 5298
 : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the

implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS competency assessment tools.

- POST 38/71** : **DEPUTY DIRECTOR: TRANSFORMATION REF NO: W4/219**
- SALARY** : R849 702 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Human Resource Management or equivalent qualifications. Minimum of 3 years' relevant management experience in HR- and transformation management issues. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license.
- DUTIES** : This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Develop and manage transformation processes. Render support services. Manage and develop democratization of the workplace. Develop policies and procedures. Perform management functions. Execute HR Performance Management. Ensure the development, monitoring and implement Employment Equity Plan and the reporting therefore. Co-ordinate the Employment Equity Committee meetings. Facilitate Diversity Management programmes.
- ENQUIRIES** : Ms. P Moosa Tel No:(013) 766 5520
- NOTE** : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS competency assessment tools.
- POST 38/72** : **ASSISTANT DIRECTOR: COMPLIANCE AUDITS REF NO: W4/220**
- SALARY** : R444 036 per annum
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate 3-year B Com degree or National Diploma as recognised by SAQA with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. IIA Membership. Minimum of 3 years' practical experience in internal auditing. Experience In the Public sector will be an added advantage. Thorough knowledge of the Standards for the Professional Practice of internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet tight deadlines. Target driven. Valid driver's license. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software.
- DUTIES** : Plan and execute the assigned internal audit projects. Examine and execute the effectiveness and efficient use of resources. Conduct follow-up audits on the implementation of recommendations and action plans. Manage stakeholder relationships. Perform ad hoc audits assignments. Manage the team of Internal auditors. Report to the Deputy Director: internal Audit. Prepare appropriate audit reports. Execute HR performance management.
- ENQUIRIES** : Mr. QW Mbuyane Tel No: (013) 766 5884
- POST 38/73** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: W4/221**
- SALARY** : R444 036 per annum
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Sound knowledge of the computerised LOGIS System. Extensive knowledge of the Tender Board prescriptions, Treasury regulations and procurement procedures. Analytical, planning and organising skills. Ability to work under pressure and meet deadlines. Ability to work independently. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Good computer user knowledge and experience. Valid driver's license.

DUTIES : Co-ordinate and manage tender administration and procurement management services. Manage and implement all aspects of tender administration. Manage and control all aspects of procurement administration. Manage the assessment and identification of the need for the supply of goods and services. Manage the utilization and maintenance of a database for the preferred and non-preferred suppliers of goods and services. Manage the administration of all centralised aspects of Demand Management. Administer the compilation of bid documents and analyse the market. Evaluate tenders and bids in line with prescribed procedures and make recommendations. Manage the collection, updating, maintenance, filing and safekeeping of tender documents/contracts. Serve as secretariat to the Bid Committee. Manage staff performance.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/74 : **ASSISTANT DIRECTOR: HR BENEFITS PROJECTS REF NO: W4/222**

SALARY : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Benefits concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as HR Benefits. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Proven experience at supervisory level. Valid driver's license.

DUTIES : Develop, co-ordinate, monitor and review Projects and policies related to HR Remuneration and –benefits, including: all HR career matters, all matters pertaining to housing and leave, all matters pertaining to pensions and compensation benefits and the rendering of PERSAL registry services. Co-ordinate and monitor the implementation of pay-progression in terms of the IQMS system. Analyse and co-ordinate the responses to all audit enquiries pertaining to HR benefits and ensure that corrective measures are put into place. Research, analyse, develop and monitor the implementation of viable systems and working procedures related to HR Benefits. Provide related management information. Develop decentralised capacity in regard of the above.

ENQUIRIES : Ms. F Khosa Tel No:(013) 766 5501

POST 38/75 : **ASSISTANT DIRECTOR: INTERNAL CONTROLS REF NO: W4/223**

SALARY : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate 3-year B Com degree or National Diploma as recognised by SAQA with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. IIA Membership. Minimum of 3 years' practical experience in internal auditing. Experience in the Public sector will be an added advantage. Thorough knowledge of the Standards for the Professional Practice of internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet tight deadlines. Target driven. Valid driver's license. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software.

DUTIES : Plan and execute the assigned internal audit projects. Examine and execute the effectiveness and efficient use of resources. Conduct follow-up audits on the implementation of recommendations and action plans. Manage stakeholder relationships. Perform ad hoc audits assignments. Manage the team of Internal auditors. Report to the Deputy Director: internal Audit. Prepare appropriate audit reports. Execute HR performance management.

ENQUIRIES : Mr. SJ Sifunda Tel No:(013) 766 5293

POST 38/76 : **ASSISTANT DIRECTOR: CONDUCT MANAGEMENT REF NO: W4/224**

SALARY : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Labour Relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour Relations environment. Knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

- DUTIES** : Develop, co-ordinate, monitor and review policy, delegations, systems, practices and grievance procedures required for the efficient, equitable and conclusive management of all matters pertaining to Employee behaviour (educators and officials). Liaise with the South African Council for Educators I.r.o. the above. Provide related management information. Develop decentralised capacity in regard of the above. Manage the administration of related non-decentralised matters.
- ENQUIRIES** : Mr TS Ngomane Tel No: (013) 766 5033
- POST 38/77** : **ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT REF NO: W4/225**
- SALARY** : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.
- DUTIES** : This role is responsible for managing staff performance and executing management function regarding warehouse-and internal stock control management services. Deal with the provisioning of a warehouse. Manage all internal/ external procurement functions. Deal with all stock and loss control issues. Manage staff. Perform management functions.
- ENQUIRIES** : Mr. DJ Mashaba Tel No:(013) 766 5117
- POST 38/78** : **ASSISTANT DIRECTOR: MOVABLE ASSETS REF NO: W4/226**
- SALARY** : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, decision making, planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.
- DUTIES** : Manage Asset Planning including the assessment of existing assets and planned acquisitions against service delivery requirements. Evaluate assets performance e.g. physical conditions, functionality, utilisation and financial performance. Manage Asset Acquisition Planning including the development of an acquisition plan, the establishment of an acquisition history register and the receipt and acceptance of assets. Develop an operations-, safeguarding- and maintenance assets plan. Monitor and control the movement of assets. Manage the safeguarding and protection of assets. Identify surplus, obsolete and underperforming assets, evaluate disposal alternatives and develop a disposal plan. Manage the valuation of assets, the depreciation of assets and maintenance assets plan. Manage the Asset Register in respect of movable assets owned by the Department. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.
- ENQUIRIES** : Mr. DJ Mashaba Tel No: (013) 766 5117
- POST 38/79** : **ASSISTANT DIRECTOR: OFFICE AUXILIARY SERVICES REF NO: W4/227**
- SALARY** : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Archival Studies or Public Management/Administration, plus 3 years' relevant experience and credible management experience. In depth knowledge of the departmental functions, records system and organisational structure. Proven experience in the field of managing paper-based and electronic recordkeeping. Planning and organising skills. Ability to meet deadlines. Strong interpersonal skills. Computer literacy. Successful completion of the National Archives and records service's and management course. Valid driver's license.
- DUTIES** : Manage, co-ordinate and control the establishment and maintenance of a records management unit. Formulate a records management strategy and related records management action plans as well as a records management policy and related procedures. Compile and manage the

	:	maintenance of a records classification system for paper based- and electronic records. Manage the implementation of systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage and evaluate the provision of access to information in terms of the Promotion of Access to information Act 2000. Co-ordinate the execution of regular inspections of all records storage areas to ensure that proper access controls are in place.
<u>ENQUIRIES</u>	:	Mr. DJ Mashaba Tel No: (013) 766 5117
<u>POST 38/80</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM CONTROL REF NO: W4/228</u>
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage, co-ordinate and control the system aspects of BAS and the Entity Register, including capturing and maintenance of new segment details, parameters, rules, security profiles and entities. Formulate departmental System Control procedures and or policies. Manage the monitoring of the BAS network. Manage and co-ordinate the provision of BAS training. Interact with other financial and project managers on related issues. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms. NM Mbiba Tel No: (013) 766 5066
<u>POST 38/81</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION REF NO: W4/229</u>
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA Human Resource Management/Public Management or equivalent qualification. Minimum of 3 years' relevant experience in transformation management environment. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Knowledge of Change Management processes, Diversity Management, Project Management and Policy Development. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Presentation skills, Problem solving skills, Report writing skills. Computer literacy is essential. Valid driver's license. Communication skills, Conflict Management skills.
<u>DUTIES</u>	:	Manage staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes. Render support services. Co-ordinate democratization of the workplace. Ensure proper management of affirmative action measures, Employment Equity and advancement of the historically disadvantaged individuals. Co-ordinate Employment Equity programmes including the Employment Equity Committee. Manage the development of Employment Equity Plan and ensure the reporting to the Department of Employment and Labour. Champion the departmental programme on transformation issues. Advise senior management on implementation of Cabinet decision to improve representation of people with disabilities and females at senior management level. Facilitate and analyse the alignment of employment policies, practices, procedure and programmes to support to support the implementation of transformation imperatives.
<u>ENQUIRIES</u>	:	Ms. P Moosa Tel No: (013) 766 5520
<u>POST 38/82</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: W4/230</u>
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	B.Comm Degree or equivalent appropriate finance-related qualification recognised by SAQA, with Financial Accounting as a major subject, plus a minimum of 3 years appropriate experience. Proven experience in the field of Asset Management. Competencies: Thorough understanding of asset management policies. Strong policy development-, research and analytical skills. Ability to collate detailed information. Strong problem solving skills. Well developed financial and project

management skills as well as written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.

DUTIES : Will be responsible for the establishment and overall management of the district Asset Management component and functions, which include all decentralised aspects of movable asset management, immovable asset management and asset control. Manage the implementation of departmental systems and programmes in regard to the above. Manage the effective maintenance of related records, registers and databases. Provide related management information and reports as required. Deal with audit enquiries, Execute HR performance management.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/83 : **ASSISTANT DIRECTOR: HR STAFFING REF NO: W4/231**

SALARY : R444 036 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

DUTIES : Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.

ENQUIRIES : Mr MP Nkosi Tel No:(017) 801 5077

POST 38/84 : **ASSISTANT DIRECTOR: HR BENEFITS REF NO: W4/232**

SALARY : R444 036 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

DUTIES : Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR performance advisory support, HR career matters, housing and leave matters, pensions and compensation matters as well as PERSAL registry services.

ENQUIRIES : Ms M Masilela Tel No : (013) 947 1816

POST 38/85 : **ASSISTANT DIRECTOR: HR STAFFING REF NO: W4/233**

SALARY : R444 036 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

DUTIES : Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.

ENQUIRIES : Ms M Masilela Tel No: (013) 947 1816

<u>POST 38/86</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: W4/234</u>
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification, plus 3 years' relevant experience and credible management experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage the following for the district: administration of budget preparation, budget control, general expenditure and revenue matters, internal and data control as well as diverse financial matters.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No : (013) 766 0508
<u>POST 38/87</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: W4/235</u>
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Tender Board prescriptions, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.
<u>DUTIES</u>	:	Render supply chain management services for the district in accordance with policy and delegations which include the following: The management of the procurement and provision of quality goods, equipment and services for the district and ensure that value for money is achieved. The management and control of the rendering of office auxiliary services. Manage and control the rendering of procurement administration-, warehouse- and internal stock control services, district office services and district transport services.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No : (013) 766 0508
<u>POST 38/88</u>	:	<u>INTERNAL AUDITOR: COMPLIANCE AUDITS REF NO: W4/236</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate 3-year B Tech degree (NQF7) with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. Minimum of 3 years' practical experience. Proven internal audit skills. Ability to assess and identify business risks. Well-developed investigative, evaluative and problem solving ability. Excellent verbal and written communication skills. Ability to develop internal audit programs and procedures. Excellent report writing ability. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software. Critical Interpersonal or Interactive skills. Presentable, professional and confident. Diplomatic and tactful while remaining assertive. Ability to manage stress and work under pressure. High level of integrity. Ability to work in a team. Target/results driven with a sense of urgency to get things done. Self-starter. Strong attention to detail/methodical/analytical. Problem solving ability. Ability to multitask. Must be willing to travel and have a valid driver license. Must be willing to undertake training on GIA, IAT and CIA.
<u>DUTIES</u>	:	Conduct Client Liaison at a functional level. Perform system descriptions and assess business risk. Deliver on internal audit programs and procedures. Execute internal audit assignments. Perform internal audit tests and procedures. Identify weak/problem areas and develop effective corrective action plans. Prepare reports and discuss at a functional level. Execute Ad Hoc Projects and research assignments. Continuously improve and update technical knowledge. Enhance service delivery, quality and client satisfaction
<u>ENQUIRIES</u>	:	Mr. QW Mbuyane Tel No: (013) 766 5884
<u>POST 38/89</u>	:	<u>SENIOR ADMIN OFFICER: GG TRANSPORT REF NO: W4/237</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Extensive knowledge and proven ability

i.r.o. the required functions. Proven management skills in the field of government owned transport services. Sound knowledge of the Road Transport Act and transport policies. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.

DUTIES : Manage and control the provisioning of government owned transport services for the Department. Determine transport requirements. Exercise control in regard of the maintenance and expenditure related to the utilisation of government owned vehicles and administer the budget allocated for transport. Ensure that all instructions pertaining to the use, operation and maintenance of government owned vehicles are complied with and conduct regular inspections. Ensure monthly inspections of vehicles in all offices. Liaise with the Department of Public Works, Roads and Transport and Government garage on transport related matters. Train and supervise staff. Execute HR Performance Management.

ENQUIRIES : Ms. NP Matshimane Tel No:(013) 766 5165

POST 38/90 : **SENIOR ADMIN OFFICER: OFFICE ADMINISTRATION REF NO: W4/238**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Public Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge and proven ability i.r.o. the required functions. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives and report writing skills. Proven computer literacy and user experience (Microsoft Office package). Valid driver's license.

DUTIES : Manage, co-ordinate and monitor central accommodation and office administration services, including the maintenance of facilities and equipment and the administration and control of rentals diverse accounts. Compile and review policies and procedures regarding the administration processes of the section. Manage the effective execution of regular inspections of leased and government owned buildings and compile reports to managers. Train, give guidance and supervise staff. Execute HR performance management.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/91 : **SENIOR ADMIN OFFICER: OFFICE AUXILIARY SERVICES REF NO: W4/239**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate 3-year qualification as recognised by SAQA in Archival Studies/ Records Management or Public Management/Administration, plus 3 years' appropriate experience. Proven successful completion of an electronic records management course or the National Archives and records services management course and experience in the field of paper based records. Good interpersonal, organisational and communication skills. Valid driver's license.

DUTIES : Establish and maintain a records management unit. Supervise the implementation of a records management strategy and related records management action plans. Manage the maintenance of a records classification system for paper based- and electronic records. Implement systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the safekeeping of all records as well as the administration of all related matters in regard of non-decentralised documents and records. Co-ordinate and control the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage the maintenance of all allocations of file-/document reference numbers requested by officials according to the approved classification system. Provide access to information in terms of the Promotion of Access to information Act 2000. Conduct regular inspections of all records storage areas to ensure that proper access controls are in place.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/92 : **SENIOR PROVISIONING ADMIN OFFICER: ASSET CONTROL REF NO: W4/240**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, planning and organising skills. Strong interpersonal-, written and

verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

DUTIES : Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Administer loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Control and execute asset control inspections. Ensure the administration of related non-decentralised matters. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.

ENQUIRIES : Mr. NM Mathebula Tel No: (013) 766 5755

POST 38/93 : **SENIOR PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT REF NO: W4/241**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Valid driver's license. Computer literacy is essential.

DUTIES : Co-ordinate and manage provisioning administration and internal stock control services for the Department in accordance with policy and delegations. Execute HR Performance Management.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/94 : **STATE ACCOUNTANT: BOOKKEEPING REF NO: W4/242**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound working knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

DUTIES : Manage and report on all bank reconciliation matters, including resolving of exceptions, cancelation and re-issue of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Execute HR performance management.

ENQUIRIES : Ms. NM Mbiba Tel No:(013) 766 5066

POST 38/95 : **STATE ACCOUNTANT: GENERAL EXPENDITURE REF NO: W4/243**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS, Logis and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

DUTIES : Deal with general expenditure matters including the authorisation of general payments and credit notes, general expenditure debts and Telkom interface. Keep record of general accounts. Clear relevant suspense accounts. Execute HR performance management.

ENQUIRIES : Ms. PE Gwebu Tel No:(013) 766 5461

POST 38/96 : **STATE ACCOUNTANT: SALARY ACCOUNTS REF NO: W4/244**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years'

		relevant experience. Competencies: Sound knowledge of PERSAL, BAS, PFMA, Treasury Regulations as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures and the methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, report writing and problem solving skills. Sound interpersonal and management skills. Proven computer literacy. Sound knowledge and understanding of the Standard Chart of Accounts (SCOA) will be an advantage. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Centrally co-ordinate and control all salary account matters. Analyse salary Accounts, process journals and general payments and claims. Clear PERSAL Interface exceptions on BAS and do the mapping of cheques on BAS. Deal with the identification/recovery/writing off of salary debts, the administration of debt route forms and salary- and salary debt accounts, as well as salary fraud. Re-calculate tax and issue manual IRP5's. Prepare and finalise the closure of salary files. Recall irregular PERSAL Electronic Fund Transfers (EFT). Prepare submissions and reports related to the work field. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr. A Ueckermann Tel No: (013) 766 5449
<u>POST 38/97</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION MANAGEMENT REF NO: W4/245</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Manage the procurement of goods and services for the district, including tender- and procurement administration. Supervise and render demand and acquisition clerical/management services including the following: Ensure that suppliers are registered, request and receive quotations, capture specifications on the electronic purchasing system, ensure that all orders are placed on time, issue and receive bid documents, provide secretariat or logistical support during bid consideration and contracts. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077
<u>POST 38/98</u>	:	<u>STATE ACCOUNTANT: BUDGET REF NO: W4/246</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077
<u>POST 38/99</u>	:	<u>LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT REF NO: W4/247</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.

- DUTIES** : Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
- ENQUIRIES** : Mr MP Nkosi Tel No: (017) 801 5077
- POST 38/100** : **DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY REF NO: W4/248**
- SALARY** : R376 413 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.
- DUTIES** : Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.
- ENQUIRIES** : Ms JT Dlamini Tel No: (013) 766 0508
- POST 38/101** : **LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT REF NO: W4/249**
- SALARY** : R376 413 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.
- DUTIES** : Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
- ENQUIRIES** : Ms JT Dlamini Tel No: (013) 766 0508
- POST 38/102** : **SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: W4/250**
- SALARY** : R376 413 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA. Minimum of 3 years relevant experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Well-developed management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
- DUTIES** : Co-ordinate and ensure the provision of care and support to employees infected with and affected by HIV/AIDS the prevention of stigmatization, victimisation and discrimination the creation and

	:	promotion of a healthy and supportive working environment the encouragement of voluntary testing, counseling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 38/103</u>	:	<u>STATE ACCOUNTANT: BUDGET REF NO: W4/251</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 38/104</u>	:	<u>HR PRACTITIONER: STAFFING ADVISORY SUPPORT SERVICE REF NO: W4/252</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of the PERSAL System, legislation regulating the recruitment and conditions of service of educators and officials and related HR policies and practices. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Render specialised HR Staffing support-, research and advisory services including advisory and secretarial services iro recruitment and selection processes as well as general research- and policy support services. Develop capacity iro HR policies and practices.
<u>ENQUIRIES</u>	:	Ms A Mashile Tel No: (013) 766 7441, Ms T Shakwane Tel No: (013) 766 7892
<u>POST 38/105</u>	:	<u>JOB ANALYST: WORK STUDY AND JOB EVALUATION REF NO: W4/257</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications related to the field. Minimum of 2 years' relevant experience in Organisational Design and Development environment. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Provide support in regard of job analysis, job description and job design. Develop pro forma job descriptions for occupational groups with similar work content. Provide work study support services.
<u>ENQUIRIES</u>	:	Mr. B Pillay Tel No: (013) 766 5302
<u>POST 38/106</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL REF NO: W4/253</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Supervisory and

training skills. Sound knowledge and understanding of the LOGIS System and asset control processes. Computer literacy. A valid driver's license will be an added advantage.

DUTIES : Supervise the rendering of administration and support services in regard to the planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required. Train and supervise staff. Execute HR Performance Management.

ENQUIRIES : Mr. NM Mathebula Tel No: (013) 766 5755

POST 38/107 : **CHIEF PROVISIONING ADMIN CLERK: DEMAND MANAGEMENT REF NO: W4/254**

SALARY : R308 154 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound interpersonal relations. Excellent communication skills. Supervisory and training skills. Computer literacy. A valid driver's license will be an added advantage. Excellent report writing skills.

DUTIES : Conduct needs assessment. Determination of specifications. Check needs against available budget. Do a market analysis. Deal with all centralized aspects of Demand Management.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/108 : **CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT REF NO: W4/255**

SALARY : R308 154 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Valid driver's license. Sound knowledge and understanding of the LOGIS System. A valid driver's license will be an added advantage.

DUTIES : Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train and supervise staff.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/109 : **PRINCIPAL HR OFFICER: HR EMPLOYMENT REF NO: W4/256**

SALARY : R308 154 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management/Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Knowledge of related HR Policies and practices. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Supervise the administration of all new employment matters and re-instatement of salaries in regard of the non-decentralised files and records. Supervise and monitor the administration of all promotions, transfers and rank translations as well as the administration of all acting appointments in regard of the non-decentralised files and records. Supervise and co-ordinate the administration of the employment of interns as well as the administration of all freezing of salaries and vacating of posts in regard of the non-decentralised files and records. Monitor and manage the maintenance of valid employment records on files and on PERSAL. Train and supervise staff and execute HR performance management. Develop capacity in regard of the above.

ENQUIRIES : Ms BK Khumalo Tel No: (013) 766 5529

POST 38/110 : **CHIEF ADMIN CLERK: CIRCUIT OFFICE REF NO: W4/258**

SALARY : R308 154 per annum
CENTRE : Dipaliseng Circuit Office, Balfour
REQUIREMENTS : Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.

DUTIES : Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.

ENQUIRIES : Ms HK Motau Tel No: (017) 801 5196

POST 38/111 : **CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL REF NO: W4/259**

SALARY : R308 154 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System. Computer literacy. A valid driver's license will be an added advantage.

DUTIES : Supervise the rendering of administration and support services in regard of execution of stocktaking, submission of stocktaking reports and compiling and updating stock inventories. Supervise loss control, and the implementation of the Disposal Plan. Execute internal control inspections. Train and supervise staff. Execute HR Performance Management.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/112 : **CHIEF PROVISIONING ADMIN CLERK: DEMAND & ACQUISITION MANAGEMENT REF NO: W4/260**

SALARY : R308 154 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound understanding of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Computer literacy. Supervisory and training skills. A valid driver's license will be an added advantage.

DUTIES : Supervise all aspects of tenders and procurement including contracts, the collection of quotations, orders, purchases and the processing of requisitions. Observe procurement norms and the LOGIS System. Train and supervise staff.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/113 : **PRINCIPAL HR OFFICER: HR PROVISIONING REF NO: W4/261**

SALARY : R308 154 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.

DUTIES : Supervise the maintenance of post establishments. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records records on files and on PERSAL. Provide related management information services. Train and supervise staff.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/114 : **PROVISIONING ADMIN OFFICER: ASSET CONTROL REF NO: W4/262**

SALARY : R308 154 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in the field or equivalent qualifications. Minimum of 2 years relevant experience in an Asset control environment. Competencies: Sound knowledge of Supply Chain Management processes. Investigating and report writing skills. Computer literacy. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

DUTIES : Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with

losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/115 : **PRINCIPAL HR OFFICER: HR EMPLOYMENT REF NO: W4/263**

SALARY : R308 154 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Manage, co-ordinate and monitor the administration of all new employment matters including re-instatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.

ENQUIRIES : Ms M Masilela Tel No: (013) 947 1816

POST 38/116 : **PRINCIPAL HR OFFICER: HR CAREER MATTERS REF NO: W4/264**

SALARY : R308 154 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Supervise all decentralised HR Career Matters, including routine aspects of the HR Performance management- and incentive systems, probation, salary adjustment, payment of cash bonuses and maintain valid employment records on files and on PERSAL. Train and supervise staff.

ENQUIRIES : Ms JT Dlamini Tel No: (013) 766 0508

POST 38/117 : **PRINCIPAL HR OFFICER: HR EMPLOYMENT REF NO: W4/265**

SALARY : R308 154 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Manage, co-ordinate and monitor the administration of all new employment matters including re-instatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.

ENQUIRIES : Ms JT Dlamini Tel No: (013) 766 0508

POST 38/118 : **PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION REF NO: W4/266**

SALARY : R308 154 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Supervise pension matters including withdrawals, ill health/retirement, debt route forms, and maintenance of correct membership records. Supervise compensation matters eg. remunerated overtime, injury on duty and resettlement. Train and supervise staff.

ENQUIRIES : Ms JT Dlamini Tel No: (013) 766 0508

POST 38/119 : **SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: W4/267**

SALARY : R308 154 per annum

<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An appropriate 3-year qualification as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 38/120</u>	:	<u>SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: W4/268</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioral problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action.
<u>ENQUIRIES</u>	:	Ms A Mashile Tel No: (013) 766 7441, Ms T Shakwane Tel No: (013) 766 7892
<u>POST 38/121</u>	:	<u>SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: W4/269</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	An appropriate 3-year qualification as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.
<u>ENQUIRIES</u>	:	Ms A Mashile Tel No: (013) 766 7441, Ms T Shakwane Tel No: (013) 766 7892
<u>POST 38/122</u>	:	<u>TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT REF NO: W4/270</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in the Human Resource Development/Management/Public Management or equivalent qualifications. Minimum of 2 years' experience in the Human Resource Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learner-ship entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills. Ability to function independently. Ability to act as a change agent in accordance

with the strategic objectives and the vision of the department. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license.

DUTIES

: Develop district public service staff capacity through training. Analyse training needs. Determine present and future competencies required. Develop, facilitate and present courses. Evaluate training. Render bursary support. Maintain training database.

ENQUIRIES

: Ms A Mashile Tel No: (013) 766 7441, Ms T Shakwane Tel No: (013) 766 7892

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) or email address: nwcoqtarecruit@nwpg.gov.za
- FOR ATTENTION** : Ms Ethelia Masibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935
- CLOSING DATE** : 01 November 2024
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: it is the applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Appointment of the successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers an applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "if you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not have such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. 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. Declaration must be completed and signed The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. NB: The Department reserves the right not to make appointments. correspondence will be limited to short-listed candidates only.

OTHER POSTS

- POST 38/123** : **CONTROL CIVIL ENGINEERING TECHNOLOGIST REF NO: 13/24-25**
Chief Directorate: Development And Planning
Directorate: Integrated Municipal Infrastructure
Job Purpose: To administer municipal infrastructure development.
- SALARY** : R873 840 per annum, (all-inclusive remuneration package as per OSD requirements)
- CENTRE** : Head Office
- REQUIREMENTS** : Matric/Grade12. Diploma/Degree in Civil Engineering or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Compulsory registration with ECSA as an Engineering Technologist. Minimum of 6 years' post qualification experience as a Civil Engineering Technologist. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Public Finance Management Act, Municipal Financial Management Act, Treasury

Regulations, Public Service Regulations, Public Service Act, Division of Revenue Act, Municipal Infrastructure Grant Framework, Construction Industry Development Board, Engineering Contracts (FIDIC, GCC, NEC, JBCC, PMBOK), Engineering standards (SANS, TMH Manuals, TRH Manuals). Contracts Management, Project Management, Communication, Leadership, Financial Management, Change Management, Computer Literacy.

DUTIES : Monitor development and implementation of Municipal Infrastructure plans and programs. Monitor compliance to Infrastructure Engineering norms, standards and program conditions. Monitor implementation of required Infrastructure project documents for registration. Evaluate development of municipal infrastructure asset management plans. Monitor performance and progress on infrastructure spending.

ENQUIRIES : Mr E Manaka Tel No: (018) 388 2328

POST 38/124 : **DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: 03/24-25**
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management
 Job Purpose: To coordinate provision of acquisition services.

SALARY : R849 702 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade 12. Diploma/Degree in Financial Management/Accounting/Supply Chain Management/ Public Administration and Management or any other relevant qualification as recognised by SAQA (NQF Level 6/7). Minimum 3-5 years' relevant experience at middle management or Assistant Director Level in Acquisition and Contract Management. Computer Literacy and BAS Competencies/Knowledge/Skills: In depth knowledge of Public Financial Management Act (PFMA), Treasury regulations, Public Services Regulations and Departmental Supply Chain Management Policy, Computer literacy, information management, planning and organizing, interpersonal and conflict management, Financial management, Policy Interpretation and Development.

DUTIES : Facilitate administration of bid and tender processes. Monitor administration of contract and Service Level Agreements. Monitor implementation of operational acquisition management plan. Facilitate implementation of audit recommendations and administration of Bid Evaluation Committees.

ENQUIRIES : Mr Casper Mbombi Tel No: (018) 388 2947

POST 38/125 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 04/24-25**
 Chief Directorate: Financial Management Services
 Directorate: Financial Administration
 Job Purpose: To coordinate Financial Accounting Services

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade 12. Diploma/Degree in Financial Accounting/Auditing/Taxation/Financial Management or any other relevant qualification (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience as Assistant Director: Financial Accounting/ Auditing Taxation/ Financial Management level. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Treasury Regulations, Public Service Regulations, Public Financial Management Act, Division of Revenue Act, Modified Cash Standards, Accounting Manuals, Treasury Instruction Notes, Government financial systems operations, Computer literacy, Report Writing, People Management, Research and Analytical, Conflict Management, Financial Management, Policy Development and Interpretation.

DUTIES : Monitor implementation of reconciliation and accounting services. Review Subsistence and Traveling claims. Review completeness of financial information in response to Audit. Monitor implementation of reconciliation of Tax Returns and salary payments. Monitor implementation of PERSAL deductions.

ENQUIRIES : Ms B Mokaedi Tel No: (018) 388 1620

POST 38/126 : **DEPUTY DIRECTOR: FINANCIAL PLANNING BUDGET AND REPORTING REF NO: 05/24-25**
 Chief Directorate: Financial Management Services
 Directorate: Financial Administration
 Job Purpose: To coordinate financial planning, Budget and reporting.

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

REQUIREMENTS : Matric/Grade12. Diploma/Degree in Commerce/Financial Management/Public Finance/Economics or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Assistant Director or Middle Management in Financial Planning, Budget and Reporting. Competencies/Knowledge/Skills: In-depth knowledge of Treasury Regulations, Public Financial Management Act, Division of Revenue Act, Modified Cash Standards, Accounting Manuals, Treasury Instruction Notes, Government financial systems operations, Computer Literacy, Report Writing, Research and Problem Solving, Conflict Management, Policy Development and Interpretation.

DUTIES : Facilitate financial planning and budgeting processes. Monitor and report on expenditure trends. Monitor alignment of budget against strategic plan. Review budget adjustment process. Facilitate budget rollover, virement and shifting.

ENQUIRIES : Ms B Mokaedi Tel No: (018) 388 1620

POST 38/127 : **DEPUTY DIRECTOR: FINANCIAL INFORMATION SYSTEM MANAGEMENT REF NO: 06/24-25**
 Chief Directorate: Financial Management Services
 Directorate: Financial Administration

SALARY : R849 702 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade 12. Diploma/Degree in Financial Information systems/Financial Accounting/Auditing/Financial Management or any other relevant qualification as recognized by SAQA (NQF 6/7). Minimum 3-5 years' experience as Assistant Director: Financial Information System/Financial Accounting/Auditing/Financial Management level. Competencies/Knowledge/Skills: In depth knowledge of Treasury Regulations, Public Services Regulations, Public Financial Management Act, Division of Revenue Act, Modified Cash Standards, and Government financial systems operation. Computer Literacy, Report Writing, Communication, People Management, Research and Analytics, Conflict Management, Financial Management, Interpersonal Relations and Information Management skills.

DUTIES : Review Reconciliation of Financial System Interface. Monitor Disbursement of Creditors payment. Facilitate training for the Departmental Users of BAS Systems. Monitor implementation of BAS Security Controls. Review Accounting and Financial Information in Response to Audits. Monitor implementation of payment of Traditional Councils.

ENQUIRIES : Ms B Mokaedi Tel No: (018) 388 1620

POST 38/128 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 07/24-25**
 Chief directorate: corporate management services
 Job Purpose: To coordinate implementation of organisational development services.

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Management/Organizational Development/Work Study/ Human Resource Management/Public Administration/Management Services or any other relevant equivalent qualification (NQF) 6/7 as recognized by SAQA). Minimum 3 -5 years' relevant experience at Assistant Director or Middle Management in Organizational Development. Competencies/Knowledge/Skills: In-depth knowledge of Directive on changes to organizational Structures by Departments. Organizational design principles and procedures, Public Service Act and Public Service Regulations, Organizational design, Business Process Management, Job analysis, Change Management, Analytical and Research, Communication, Project and Strategic Management, facilitation and Computer Literacy.

DUTIES : Facilitate Development of organization structure processes. Monitor implementation of business process Reengineering processes. Monitor development and review of job description and job specifications. Facilitate job analysis, job design and job evaluation processes. Facilitate implementation of Organizational functionality assessment processes.

ENQUIRIES : Mr MF Sepeng Tel No: (018) 388 4788

POST 38/129 : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND COORDINATION REF NO: 08/24-25**
 Chief Directorate: MEC Support
 Directorate: MEC
 Job Purpose: To coordinate provision of administrative support services.

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : head office

<u>REQUIREMENTS</u>	:	Matric/Grade12.Diploma/Degree in Public Administration/Management or any other relevant equivalent qualification (NQF6/7) as recognized by SAQA). Minimum 3-5 years' relevant experience at Assistant Director Level. Competencies/Knowledge/Skills: In-depth knowledge of Public Service Regulations, Public Financial Management Act, Protection of Personal Information Act, Promotion to access to Information Act, National Registry Archive Act, Treasury Regulation, Report writing, Time Management, Facilitation, Interpersonal Relations, Communication, Computer Literacy, People Management.
<u>DUTIES</u>	:	Monitor provision of electronic and manual Record Management services. Facilitate MEC support capacity building services. Facilitate provision of knowledge Management services. Monitor provision of Food Aide services. Monitor provision of auxiliary and messenger services.
<u>ENQUIRIES</u>	:	Ms MK Mmusi Tel No: (018) 388 2882
<u>POST 38/130</u>	:	<u>DEPUTY DIRECTOR: WASTE MANAGEMENT SUPPORT REF NO: 09/24-25</u> Chief Directorate: Development and Planning Directorate: Integrated Municipal Infrastructure Job Purpose: To coordinate implementation of waste management programmes.
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric/Grade12 or AET. Diploma/Degree in Waste/Environmental Management or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA) Minimum 3-5 years' relevant experience at Junior Management/Assistant Director level in environmental management. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of National Environmental Management Act, Environment Conservation Act, EEA Regulations, Municipal Systems Act, Municipal Structures Act, Municipal Finance Management Act, Cooperative Governance Framework, EPWP Policy, Skills Development Act, Report Writing, Communications, Presentation, Leadership, Computer literacy, Advance Project Management and Conflict Management.
<u>DUTIES</u>	:	Facilitate implementation of Municipal Integrated Waste Management Plans. Monitor Compliance of municipal landfill sites. Facilitate implementation of Expanded Public Works Program. Monitor implementation of Municipal Integrated Waste Management by-laws. Facilitate waste management capacity building programs.
<u>ENQUIRIES</u>	:	Mr E Manaka Tel No: (018) 388 2328
<u>POST 38/131</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCIAL PLANNING AND MANAGEMENT REF NO: 10/24-25</u> Chief Directorate: Local Governance Directorate: Municipal Finance Job Purpose: To coordinate implementation of financial planning and management in municipality.
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric/Grade12. Diploma/Degree in Accounting/Local Government/Finance or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Minimum of 3-5 years' relevant experience at Junior Management/Assistant Director level in Municipal Financial Management/Municipal Administration environment/Local Government. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Public Office Bearers Act, Municipal Systems Act, Municipal Structures Act, Municipal Finance Management Act, Municipal Property Rates Act, Municipal Planning Performance and Performance, Management Regulations, Division of Revenue Act, Report Writing, Communications, Facilitation, Leadership, Computer literacy, Project Management, Conflict Management.
<u>DUTIES</u>	:	Facilitate municipal budgetary preparation process. Monitor municipal budget expenditure trends. Facilitate implementation of municipal revenue management enhancement initiatives. Monitor implementation of municipal financial recovery plans. Monitor implementation of municipal upper limits of salaries, allowances and benefits of municipal councils. Facilitate annual submission of section 47 reports.
<u>ENQUIRIES</u>	:	Ms EM Mmutle Tel No: (018) 388 3546

- POST 38/132** : **DEPUTY DIRECTOR: TRADITIONAL INSTITUTIONS (DR. RSM DISTRICT) REF NO: 11/24-25**
 Chief Directorate: Traditional Institutional Management
 Directorate: Traditional Institutional Administration
 Job Purpose: To coordinate implementation of district traditional leadership legislation support.
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Public Management/Administration or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Minimum of 3-5 years' relevant experience at Junior Management/Assistant Director level. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Traditional Leaders and Khoi-San Act, North West House of Traditional Leaders Act, Public Financial Management Act, Public Framework. Leadership, facilitation and presentation, project Management, Financial Management, Report Writing, and Computer Literacy.
- DUTIES** : Facilitate implementation of traditional leadership legislation. Monitor traditional council's financial management services. Facilitate implementation of Traditional council's projects. Monitor cooperation and collaborations between Traditional Council's and stakeholders. Facilitate traditional council's capacity building.
- ENQUIRIES** : SL Seaketso Tel No: (018) 388 4400
- POST 38/133** : **DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING COORDINATION REF NO: 12/24-25**
 Chief Directorate: Development And Planning
 Directorate: Municipal Development Planning
 Job Purpose: To coordinate municipal integrated development planning.
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Development Studies/ Development Planning/ Social Sciences or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Junior Management/Assistant Director level. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of the Constitution, Municipal Structures Act, Spatial Planning and Land Use Management Act, Intergovernmental Relations Framework Act, National Development Plan, Public Service Act, Public Service Regulations, Strategic Capability, Leadership, People Management, Project Management, Change and Knowledge Management, Good Communication and interpersonal, Problem solving, client orientation and customer focus.
- DUTIES** : Facilitate development of municipal integrated development plans. Facilitate sectoral participation of municipal integrated development plans. Facilitate alignment of municipal integrated development plans. Facilitate integrated development plans awareness and capacity building programs. Review integrated development plan assessments.
- ENQUIRIES** : Mr M Oagile Tel No: (018) 388 2642
- POST 38/134** : **CIVIL ENGINEERING TECHNOLOGIST REF NO: 14/24-25**
 Chief Directorate: Development And Planning
 Directorate: Integrated Municipal Infrastructure
 Job Purpose: To facilitate municipal infrastructure developments programmes.
- SALARY** : R429 930 per annum, as per OSD requirements
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Civil Engineering or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Compulsory Registration with ECSA as a Civil Engineering Technologist. 3years' post qualification civil engineering technologist experience. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Public Finance Management Act, Municipal Financial Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Division of Revenue Act, Municipal Infrastructure Grant Framework, Construction Industry Development Board, Engineering Contracts (FIDIC, GCC, NEC, JBCC, PMBOK), Engineering standards (SANS, TMH Manuals, TRH Manuals), Contracts Management, Project Management, Communication, Team Work, Financial Management, Presentation, Computer literacy.
- DUTIES** : Review development and implementation of Municipal Infrastructure plans and programs. Verify compliance to Infrastructure Engineering norms, standards and program conditions. Review implementation of municipal Infrastructure Grants. Verify compliance on required Infrastructure

project documents for registration. Review Performance and progress on infrastructure spending, Review development of municipal infrastructure asset management plans.

ENQUIRIES : Mr E Manaka Tel No: (018) 388 2328

POST 38/135 : **CIVIL ENGINEERING TECHNICIANX REF NO: 15/24-25 (X2 POSTS)**
 Chief Directorate: Development and Planning
 Directorate: Integrated Municipal Infrastructure
 Job Purpose: To facilitate municipal infrastructure development.

SALARY : R371 253 per annum, as per OSD requirements
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Civil Engineering or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Compulsory Registration with ECSA as a Civil Engineering Technician. 3 years' post qualification experience as a civil engineering technician. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Public Finance Management Act, Municipal Financial Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Division of Revenue Act, Municipal Infrastructure Grant Framework, Construction Industry Development Board, Engineering Contracts (FIDIC, GCC, NEC, JBCC, PMBOK), Engineering standards (SANS, TMH Manuals, TRH Manuals). Contracts Management, Project Management, Communication, Team Work, Financial Administration, Information Management, Presentation, Computer literary

DUTIES : Conduct development and implementation of Municipal Infrastructure plans and program conditions. Monitor implementation of municipal infrastructure grants. Inspect and compile required infrastructure projects documents for registration. Monitor performance and progress on infrastructure spending. Provide technical support on development of municipal infrastructure asset management plans.

ENQUIRIES : Mr E Manaka Tel No: (018) 388 2328

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

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 11 November 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 38/136** : **DEPUTY DIRECTOR: COORDINATION SUPPORT (ELSENBURG) REF NO: AGR 50/2024**
- SALARY** : R849 702 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : A minimum of 3 years management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Change processes; Change management principles, methodologies and tools; Project management approaches, tools and phases of project lifecycle; Organisational transformation efforts; Ethics management; Skills needed: Organising and planning; Presentation; Listening; Relationship management; Influence and motivational; Written and verbal communication.
- DUTIES** : Ensure the development and review of the departmental transformation strategy, policies and practices; Manage and ensure the implementation of the transformation priorities processes and strategies; Ethics promotion and compliance management; Administrative and financial management functions.
- ENQUIRIES** : Mr P Rockman Tel No: (021) 808 5119 / Paul.Rockman@westerncape.gov.za

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 38/137** : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Metro Health Services
- 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** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in General Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in General Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Medicine. **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 Medicine. **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 Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's license, willingness and ability to travel. Willingness to participate in a system of

- commuted overtime within the Metro Health Services. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large District Hospital attached to a teaching institution. Verbal and written communication skills. Knowledge and understanding of relevant legislation, hospital procedures and policies.
- DUTIES** : Provision of specialist care to outpatients and inpatients (including ICU and high care). Clinical service leadership and oversight at Victoria hospital Clinical link and between the Community Health Centres and Victoria and Groote Schuur and False Bay. Outreach to western subdistrict. Training and teaching of students, interns, medical officers and registrars' Clinical governance and management for the Department of Internal Medicine including handling medico-legal enquires.
- ENQUIRIES** : Dr GL Dunbar Tel No: (021) 799-1211
- 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 candidates will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 01 November 2024
- POST 38/138** : **REGISTRAR (RADIOLOGY) (X2 POSTS)**
(X5-Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Valid driver's licence (Code B/EB). Willingness to work overtime when required. Each Registrar will be working from Groote Schuur Hospital but will be required to work across the platform. Current certificate of ATLS/ACLS. Part 1 FCRad (Diag) SA. Competencies (knowledge/skills): Research methodologies. Diagnostic Radiology experience and any additional experience in other fields of diagnostic imaging. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Experience in Internal Medicine or critical care under supervision of a Specialist. Diploma in Anaesthesia (DA) or DiP PEC. Interpersonal relationships, effective leadership and interpersonal skills. Knowledge and appropriate use of equipment. Knowledge and practical skills for safe general diagnostics radiology.
- DUTIES** : Provision of safe imaging services. Learn the art and science of diagnostic radiology and imaging. Earn clinical skills required by diagnostic imaging. Participate in academic activities and teaching responsibilities of the division. Supervision in diagnostic imaging. Involvement in research/ audits relating to diagnostic radiology and imaging. Ensure safety of personnel and patients. Assist with training of interns, medical students and nursing staff and provide input at meetings. Undertake a suitable research project for completion of an MMed degree. Performance appraisals/assessments.
- ENQUIRIES** : Prof S Moosa Tel No: (021) 404-4184
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. *Preference will be given to SA citizens/permanent residents with a valid identity document*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration

requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii)Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines.”

- CLOSING DATE** : 01 November 2024
- POST 38/139** : **REGISTRAR (MEDICAL) ORTHOPAEDIC SURGERY**
(5 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Tygerberg Hospital, Parow Valley (1 year on Worcester's establishment and thereafter at Tygerberg Hospital for 4 years)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Be part of after-hours roster. Competencies (knowledge/skills): Knowledge of medicine at the level of a medical practitioner with FCS primary and Intermediate or equivalent. Comprehensive surgical competencies in primary, secondary and some tertiary trauma orthopaedic procedures with an appropriate logbook. Commitment and dedication to patient care. Physical, mental and psychological ability to ensure demands of routine and emergency care are met. Ability to work as a team and lead effectively when required. Good communication with staff, colleagues and patients. Integrity. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. FCS (SA) Part 1 and FCOrth (SA) Intermediate exam. Appropriate experience as an Orthopaedic Medical Officer, in a fully functional Orthopaedic Unit, under direct supervision of at least one full time Orthopaedic Specialist. ATLS and Basic Surgical Principles. Proven research output on an orthopaedic topic or research methodology courses.
- DUTIES** : Provision of clinical service delivery at registrar level for Orthopaedic Surgery. Pre-operative work-up of patients. Intra-operative management of patients. Post-operative patient care including ICU. Administrative duties. Accurate and neat record keeping. Active participation in training and research. Effective supervision of all personnel and subordinates. Function within departmental norms and standards.
- ENQUIRIES** : Prof. J Du Toit Tel No: (021) 938-9266
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
- CLOSING DATE** : 01 November 2024
- POST 38/140** : **REGISTRAR (MEDICAL) (PSYCHIATRY) (X2 POSTS)**
(4 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Tygerberg Hospital (X1 Post)
Stikland Hospital (X1 Post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but is required to work across the platform. Competencies (knowledge/skills): Appropriate supervised psychiatry experience post Community Service. Excellent clinical assessment and management skills. Good leadership and interpersonal skills. Knowledge and practical skills in psychiatry. Communication skills. Either a Diploma in Mental Health or FCPsych Part 1.
<u>DUTIES</u>	:	Provision of safe and comprehensive psychiatric care to inpatients and outpatients at Tygerberg Hospital, Stikland Hospital and associated training hospitals. Provision of clinical support to other medical and surgical disciplines at Tygerberg Hospital. Performing onsite after-hours duties as per call roster. Supervision and support of medical interns and medical officers providing psychiatric care on the service platform. Attending teaching program activities, tutorials and assessments as part of the registrar training program. Assisting with the training of interns, medical students, nursing staff and multidisciplinary team members. Learning critical skills required of a psychiatric specialist. Involvement in research/audits relating to Psychiatry. Maintaining accurate and detailed patient records and adhering to the medicolegal requirement of the Mental Health Care Act and other relevant South African legislation.
<u>ENQUIRIES</u>	:	Dr K Louw Tel No: (021) 938-9116
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Preference will be given to SA citizens/permanent residents with a valid identity document.
<u>CLOSING DATE</u>	:	01 November 2024
<u>POST 38/141</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R827 211 per annum Grade 2: R961 806 per annum Grade 3: R1 113 600 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Swartland PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Experience: Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist 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 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist 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 and willingness to work at the clinics and hospital in the Swartland Sub-district. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Excellent clinical skills in terms of consultation. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Develop psychological and counselling services at PHC level with particular emphasis on the provision of clinical services at designated CDCs and Clinics. Interventions include evidenced-based short-term and longer-term psychotherapies, support and containment work, and telehealth services, as well as liaising with relevant service providers and stakeholders in making appropriate referrals for the management of patients. Developing and facilitating referral pathways. Service development includes capacity building by way of clinical supervision, mentorship and training of psychologists, interns, students, and staff at district facilities. The championing of mental health within the DOH and the development of intersectoral partnerships with various health department role-players as well as NPOs. Performing administrative tasks related to clinical work as well as data collection and line-management. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCS.

ENQUIRIES : Mr RA Christoffels Tel No: (022) 482-2729

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

CLOSING DATE : 01 November 2024

POST 38/142 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : R656 964 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration as a Professional Nurse with the South African Nursing Council (SANC). A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Will be required to do after hour hospital cover and Relief the Assistant Manager: Nursing when needed. Valid (Code B/EB) Driver's Licence. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to nursing practices, Health Care and Quality Improvement within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective organisational, interpersonal, leadership, decision making, conflict resolution skills and function under pressure.

DUTIES : Planning, manage, co-ordinate and maintain an optimal, specialised Nursing Service as the Operational Manager in the Mental Health setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational functioning of the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E. Linden-Mars Tel No: (021) 918-1224

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for 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 assessment and oral assessment.

CLOSING DATE : 01 November 2024

POST 38/143 : **OPERATIONAL MANAGER NURSING SPECIALTY (SPECIALTY AREA: OPD OPHTHALMOLOGY)**

SALARY : R656 964 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after

registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in an ophthalmology setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
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 : 01 November 2024

POST 38/144 : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**
 Overberg District

SALARY : R656 964 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

DUTIES : Coordination of optimal, holistic nursing care provided within set standards and a professional/legal framework within areas. Provision of effective support to nursing services. Effectively manage the utilization and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the service. Interface management with internal and external stakeholders to ensure community needs are addressed in relation to wellness of patients.

ENQUIRIES : Dr T Pillay Tel No: (028) 212-1070
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 : 01 November 2024

POST 38/145 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Cape Winelands Health District

SALARY : R656 964 per annum
CENTRE : Sandhills and Orchard Clinic (Breede Valley Sub District)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post- basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment: Treatment and care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing.

At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource, financial policies and quality assurance policies. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.)

DUTIES : Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols and improve quality of services and deliver a patient centered service. Facilitate the development of community participation programmes and facility-based services based on COPC principles. Liaise with relevant stakeholders including facility committees and community participation.

ENQUIRIES : Ms A Theron Tel No: (023) 348-1316
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 subject to a practical test. Candidates will be subjected to a competency-based assessment.

CLOSING DATE : 01 November 2024

POST 38/146 : **CHIEF RADIOGRAPHER: GRADE 1 (DIAGNOSTIC) (CARDIOLOGY THEATRE)**

SALARY : Grade 1: R545 262 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Diagnostic). Registration with a Professional Council: Registration with the HPCSA as Radiographer (Diagnostic). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Radiographer (Diagnostic). Inherent requirements of the job: Render 40 - hours per week which includes after hour services as determined by the department. 24-hour call during the week and after hours and be responsible for covering after hour shifts as determined by the radiography management. Competencies (knowledge/skills): Thorough knowledge of radiation protection, radiographic techniques, quality assurance and equipment safety. Knowledge and training in Cardiology as a Diagnostic Radiography speciality. Good communication skills. Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Knowledge of Patient Archiving and Communication, Radiology Information and Health Information Systems. Ability to manage and collate departmental statistics and supervise a subsection of the department. Ability to manage, supervise and organise Diagnostic Cardiology services. Must be able to work in a multidisciplinary team. Must have Cardiology theatre experience and skills as a Diagnostic Radiography speciality.

DUTIES : Responsible for the smooth running of the services in a sub-section of the department, office and after hours, and the delivery of a professional service to all patients. Produce, control, and participate in diagnostic images of high quality. Responsible for staff and student training in your area. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, care of equipment and suitable radiation protection always. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management tasks, including statistic collation and attending of meetings.

ENQUIRIES : Ms B Dreyer Tel No: (021) 938-5918
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 01 November 2024

POST 38/147 : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC) (ORTHOPAEDICS)**

SALARY : Grade 1: R545 262 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Radiographer (Diagnostic). Registration with a Professional Council: Registration with the HPCSA as Radiographer (Diagnostic).

Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Radiographer (Diagnostic). Inherent requirements of the job: Render 40 - hours per week which includes after hour services as determined by the department. 24-hour call after hours and be responsible for covering the shifts as determined by the radiography management. Competencies (knowledge/skills): Thorough knowledge of radiation protection, radiographic techniques, quality assurance and equipment safety. Ability to supervise and organise a unit. Knowledge in special Orthopaedic protocols will be an advantage. Good communication skills. Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Knowledge of Patient Archiving and Communication, Radiology Information and Health Information Systems. Ability to manage and collate departmental statistics and supervise a subsection of the department. Must be able to work in a multidisciplinary team. Must have managerial experience and skills.

DUTIES : Responsible for the smooth running of the services in a sub-section of the department, office and after hours, and the delivery of a professional service to all patients. Produce, control, and participate in diagnostic images of high quality. Responsible for staff and student training in your area. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, care of equipment and suitable radiation protection always. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management tasks, including statistic collation and attending of meetings.

ENQUIRIES : Ms B Dreyer Tel No: (021) 938-5918
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 01 November 2024

POST 38/148 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OPD)**

SALARY : Grade 1: R520 560 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum Educational Qualification: Basic R425 qualification (i.e., degree/ diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and development.

ENQUIRIES` : Ms F Baartman Tel No: (021) 938-4055
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 : 01 November 2024

POST 38/149 : **CLINICAL PROGRAMME COORDINATOR: COMPREHENSIVE HEALTH SERVICES**

West Coast District

SALARY : R520 560 per annum
CENTRE : Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC

as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime if and travel when required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (i.e. MS Word, PowerPoint and Excel).

- DUTIES** : Co-ordination and implementation of the sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 days strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Sub-district level. Provide oversight, supervision and support to health facilities iro the implementation of quality assurance policies, guidelines, protocols, norms and standards. Involvement with skills development and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the primary health care services and outcomes in the sub-district.
- ENQUIRIES** : Ms A Kogana Tel No: (022) 814-0348
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 01 November 2024

POST 38/150 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)**
Chief Directorate: Metro Health Services

- SALARY** : R520 560 per annum
- CENTRE** : Heideveld Community Day Centre
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Attend to community needs after hours. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy. Experience in the use of clinical equipment and control of budget levels.

- DUTIES** : Effective execution and integrated management of all clinical (Nursing) services, complete and sign off statistics. Effective and efficient resource management. Financial planning and indirect control of expenditure; ensure ordering and control of stationery and consumables. Involvement in community outreach projects to achieve targets and health education of patients, public and staff. Professional development i.e. assessing in-service training needs, planning, implementing of training programmes. Ensure evaluation and follow up of clients during clinic visits. Effective operational management at clinic level. Facilitation and implementation of COPC. Management & Promotion of Quality Assurance, Infection Control & Occupational Health and Safety. Community Participation and Support to Nursing Management.

- ENQUIRIES** : Mr S Menziwa Tel No: (021) 699-8729
- 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 written/practical and oral assessment
- CLOSING DATE** : 01 November 2024

POST 38/151 : **CHIEF ARTISAN GRADE A**
Chief Directorate: Metro Health Services

- SALARY** : R455 223 per annum
- CENTRE** : Khayelitsha District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate trade test certificate in Electrical (high voltage) or Mechanical. Experience: Ten (10) years appropriate post qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: Valid Code B/EB driver's licence.

Willingness to perform standby duties after hours and over weekends/Public holidays and overtime when the need arises. Competencies (knowledge/skills): Values based-leadership skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Strong communication skills (written and verbal) with the ability to communicate effectively to both internal and external stakeholders. Strong organisational and problem-solving skills to support effective project management and the timely delivery of targets and outputs. Knowledge of the relevant legislative prescripts, policies and procedures.

DUTIES : Effective and efficient management of the Workshop including People Management/Supply Chain Management/Finance Management and other resources. Strategic planning and management of hospital maintenance, repairs and infrastructure projects. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks in order to achieve compliance with IHS, IPC and OHS norms and standards. Provide input, assistance and compile technical specifications, business plans, draft reports, submissions and perform other relevant administrative tasks.

ENQUIRIES : Mr B Hendricks Tel No: (021) 360-4513

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/written/oral and competency assessment. The pool of applicants will be considered for any similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 01 November 2024

POST 38/152 : **PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY: MOU) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 per annum
Grade 2: R533 545 per annum

CENTRE : Macassar CHC (X1 Post)
Michael Mapongwana CHC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy in MS office. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Ms G Vianna Tel No: (021) 857 2330 (Macassar CHC)
Ms K. Jacobs Tel No: (021) 363 2814 (Michael Mapongwana CHC)

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

NOTE : 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 Advanced Midwifery and Neonatal Nursing Science. The pool of applicants will be considered for other similar vacant 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 assessment and oral assessment.

- CLOSING DATE** : 01 November 2024
- POST 38/153** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Worcester 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 and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills – ability to diagnose and manage emergencies.
- DUTIES** : Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
- ENQUIRIES** : Ms S Vlok Tel No: (023) 348-1208
- 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 Worcester Regional Hospital for a period of 3 months from date of advert. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.
- CLOSING DATE** : 01 November 2024
- POST 38/154** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU HIGH CARE) (X2 POSTS)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery. A post-basic nursing qualification with a duration of at least 1-year accredited with SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years

appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills – ability to diagnose and manage emergencies.

DUTIES : Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.

ENQUIRIES : Ms S Vlok Tel No: (023) 348-1208
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Critical Care Nursing: General with the South African Nursing Council. 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 : 01 November 2024

POST 38/155 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OBSTETRICS AND GYNAECOLOGY)**
 Chief Directorate: Rural Health Services

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

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery. A post-basic nursing qualification with a duration of at least 1-year accredited with SANC in Advanced Midwifery & Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery & Neonatal Nursing Science. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Expected to function rotate within the Functional Business Unit of Neonates and Paediatrics. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills – ability to diagnose and manage neonatal emergencies.

DUTIES : Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.

ENQUIRIES : Ms V Rulumeni Tel No: (023) 348-1496
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. 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 : 01 November 2024

POST 38/156 : **ASSISTANT DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**
West Coast District

SALARY : R444 036 per annum
CENTRE : Vredenburg Hospital, Saldanha Sub-district
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in managing of staff in a health facility. Appropriate experience in all aspects of personnel management, labour relations and staff development, facility management and support services. PERSAL experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound and relevant knowledge regarding the Government or departmental policies and legislation. Supervisory skills. Computer skills in (MS Office, Excel and PowerPoint). Sound and relative knowledge of Human Resource policies and practices. Ability to meet needs and to recognize and respond to problematic matters. Good system management skills. Ability to work independently and part of a team. Good numerical skills. Ability to work under pressure.

DUTIES : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Human Resource Development, Human Resource Administration and sound Labour Relations within the Sub-District. Implement and maintain policy documents/circulars as well as the provision of training on aspects of conditions of service within the Sub-district. Manage the Facility and Support Services of the hospital which comprise of the following areas: cleaning, porter services, transport, telecom services, security, workshop, laundry and linen services. Administer and ensure that audit investigations and follow-up investigations as well as feedback on Auditor-General and ensure that enquiries and action plans are done timeously. Manage and co-ordinate the SPMS system and PILIR processes.

ENQUIRIES : Mr R van Staden Tel No: (022) 814-0334
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 could be subjected to a practical test as part of the evaluation process. The pool of applicants will be considered for similar vacant posts within Vredenburg Hospital for a period of 3 months from date of advert.

CLOSING DATE : 01 November 2024

POST 38/157 : **SENIOR TRAINING OFFICER (X2 POSTS)**
Directorate: People Development Centre (PDC)

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town (based in Plumstead)
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a Health Professions Council of South Africa or South African Council for Social Service Professions. Experience: Appropriate experience in training and facilitation. Appropriate experience in training material development and assessments. Appropriate experience in counselling. Appropriate experience in the field of HIV/AIDS and other health and wellness related topics. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of training material development and facilitation. Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge and understanding of HIV/AIDS, TB and STI's and other health and wellness related topics. Knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies. Ability to use all relevant computer applications effectively, independently and with ease, in particular MS Word, MS Teams, PowerPoint and Excel.

DUTIES : Deliver training in HIV/AIDS, STI, TB, Chronic diseases of lifestyle and other health and related counselling training courses both didactically and online. Deliver training on wellness and therapeutic training courses for various cadres of health staff. Develop and update training material in line with current counselling methodologies and departmental policies and guidelines. Develop and conduct training assessments. Conduct monitoring and evaluation activities in HIV/AIDS, TB and STI, counselling and health and wellness related training courses. Offer supportive counselling to learners who attend training at the PDC and members of the community who require assistance telephonically. Assist and support the functioning of the People Development Centre (PDC).

ENQUIRIES : Ms N Calvert Tel No: (021) 763-5336

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 : 01 November 2024

POST 38/158 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT UNIT (X2 POSTS)**

SALARY : R376 413 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in business management, technical support to medical managers, cost center, and database management with budgeting principles and planning. Competencies (knowledge/skills): Experience with ETL (extract, transform, and load) processes for Public Health Information data sources, such as Provincial Health Data Centre, FBU Studio, Clinical Business Intelligence, SYSPRO issues, Vulindlela-BAS, SINJANI, HECTIS, and Hospital Frameworks. Experience in Cost Centre Management and providing technical support for Business Management in a healthcare setting. Technical skills must include supporting medical managers and their teams with various projects, meeting presentations, ECM project knowledge, advanced MS Excel, MS Word, MS PowerPoint, MS Teams, MS SharePoint tools, MS Access, and publishing to Power BI.

DUTIES : Database development and maintenance for Business Management reporting to medical managers and department heads. This includes maintaining reporting mechanisms for integrated compliance tools and hospital frameworks. Providing technical support to medical managers and their teams with FBU Reports, meeting presentations, Electronic Content Management, Power BI Dashboard maintenance, and MS Office tools. Timely distribution of Business Management and Cost Centre reports, reflecting monthly expenditure trends, including budgets and variances. Developing electronic data collection tools for manual data reporting, budget and expenditure data, and tracking progress. Providing support for technical initiatives such as data monitoring reports and new projects.

ENQUIRIES : Mr A Ndzondo Tel No: (021) 404-5128

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 undergo a practical test.

CLOSING DATE : 01 November 2024

POST 38/159 : **PROJECT ADMINISTRATOR: SUPPORT SERVICES**
 Directorate: Information Technology (Tygerberg Hospital: C11West HIS Application Centre, Cape Town)

SALARY : R376 413 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Project Management/ Office admin/finance/business/Administration qualification. Experience: Appropriate experience in an ICT Project and Finance Management environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): ICT Project Management and Financial Management frameworks and processes. An understanding of ICT and other relevant Financial/Budgeting legislation and policies. An understanding of ICT and Financial Governance. A high level of computer literacy (Advanced MS Office incl Power BI). Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to assist with management of vendor contracts and SLA's. Budgeting and financial management skills. Analytical and strategic thinking.

DUTIES : Provide high level project management and administrative support services for health ICT projects. Assist to co-ordinate and implement ICT Project budgets and financial management in the Component. Assist to develop and implement the ICT Strategic and as well as Financial

Operational including Budget plans for the Directorate. Assist to manage and key ICT Financial Risks. Provide administrative support to monitor and evaluate vendor performance against contracts and Service Level Agreements. Responsible for overall financial administration process as well as expenditure tracking, monitoring, and reporting. Attend to development of data analytics tools and SharePoint administration. Ensure implementation of protocols pertaining to Human Resource and Supply Chain Management activities. Development of Office administrative systems, information, and records management. Responsible for stakeholder management (both internal & external). Provision of high-level secretarial support service to the component and Directorate in meetings, and logistics coordination.

ENQUIRIES : Mr S Dlakana Tel No: (021) 483-6884

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. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

CLOSING DATE : 01 November 2024

POST 38/160 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES (PERSONNEL ADMINISTRATION)**

SALARY : R376 413 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in Human Resource Management related field. Experience: Appropriate Supervisory experience. Appropriate experience in all aspects of personnel, salary and the PERSAL system. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Word, Excel, PowerPoint. Knowledge and experience of PERSAL and their relevant functions.

DUTIES : Management and supervision of staff within the Personnel Office, the incumbent will also be expected to do relief duties in areas where a need is identified. Handling of HR Transversal matters within the Department such as Special Leave, salary recalls and management of overtime authorizations for the Institution. Manage, plan and co-ordinate the Personnel Office with regards to implementation and adhering to relevant policies, procedures, prescripts. Provide assistance to clients, personnel, management and supervisors. To also perform Ad hoc tasks. Ensure policy implementation, co-ordination and provide necessary training. Responsible for compensation management, including OSD matters and grade progression. Assist, complete and follow up compliance investigations. Development and training of staff. Assist with implementation of performance management which include pay progression, performance awards, performance agreement and staff performance management (SPMS) process. Investigate grievances about service benefits and SPMS. Monitor and ensure compliance/quality.

ENQUIRIES : Mr M Leokame Tel No: (021) 938-4535

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

CLOSING DATE : 01 November 2024

POST 38/161 : **SENIOR ADMINISTRATIVE OFFICER: INFRASTRUCTURE SOURCING (X2 POSTS)**
 Directorate: Supply Chain Sourcing
 Sub-directorate: Infrastructure Sourcing

SALARY : R376 413 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies; in particular: Executing procurement projects from needs analysis through to contract management stage; The procurement processes prescribed by the Construction Industry Development Board; The local built environment industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid driver’s licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g., plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.

DUTIES : Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.

ENQUIRIES : Ms. P Snell, email: Priscilla.Snell@westerncape.gov.za

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

NOTE : CV's should address experience and knowledge extensively with regard to duties above. No payment of any kind is required when applying for this post.

CLOSING DATE : 01 November 2024

POST 38/162 : **INDUSTRIAL TECHNICIAN SUPERVISOR: CLINICAL ENGINEERING (X-RAY UNIT)**

SALARY : R376 413 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: A National Diploma, (T, S or N Stream) in Mechanical Engineering or Electrical or a B-tech degree in Mechanical Engineering or Electrical Engineering. Experience: Appropriate previous repair and maintenance knowledge and experience in Medical Imaging Equipment (including X-rays). Inherent requirements of the job: Valid driver's license (Code B/EB) and own reliable transport in order to handle call-out duty. Willing to work overtime. Do standby duties and handle after hour calls. Willing to work within all Clinical Engineering disciplines. Competencies (knowledge/skills): Knowledge of medical imaging equipment maintenance is essential. Ability to fault-find and repair electro-mechanical, mechanical and full electronic medical imaging equipment. Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Ability and experience to manage plan and organise maintenance schedules. Possess accurate technical ability and insight in order to solve problems. Excellent ability to fault-find and repair down to component level. Computer literacy. Good communication skills.

DUTIES : Carry out maintenance, repairs, routine inspection and evaluation of medical imaging and related hospital equipment. General administrative duties as required by Clinical Engineering i.e., Write reports, specifications and record keeping of departmental activities and of medical equipment. Manage service contracts. Liaise with hospital staff and private sector employees. Ensure compliance with the Occupational Health and Safety Act. Compile technical specifications for medical imaging equipment. Adhere to all hospital and legal requirements, protocols and procedures.

ENQUIRIES : Mr JD du Preez Tel No: (021) 938-4634

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

NOTE : Short-listed candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 01 November 2024

POST 38/163 : **EMS SHIFT LEADER GRADE 3 TO 6**
Chief Directorate: Emergency and Clinical Service Support

SALARY : Grade 3: R317 751 per annum
Grade 4: R376 596 per annum
Grade 5: R455 079 per annum
Grade 6: R 558 714 per annum

CENTRE : Emergency Medical Services, Eastern District (Metropole)

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 a Professional Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South

Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Valid Code C1 driver's license. Current Professional driver's permit. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of Emergency Care protocols. Computer literacy in the MS Office package. Report writing skills. Physically fit and able.

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 Petersen (District Manager – Eastern District) Tel No: (021) 816-8807
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 expected to undergo a practical assessment.

CLOSING DATE : 01 November 2024

POST 38/164 : **PERSONAL ASSISTANT**
 Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the post. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Competencies (knowledge/skills): Computer skills-intermediate to advance (MS Office). Excellent verbal and written communication skills. Excellent interpersonal, time management, office management and organisational skills.

DUTIES : Render a secretarial service to the Chief Executive Officer. (CEO). Provide a receptionist support service to the office of the CEO including answering and directing telephone calls as well as visitors and proper scheduling of meetings. Ensure adequate, timeous preparation for meetings. Render administrative support to the Office of the CEO including typing of minutes in meetings and certain documents when required and ensure accuracy of documents and ensuring good record keeping including effective and efficient filing system. Effectively and efficiently manage the diary of the CEO and ensure prioritizing of important meetings. Ensure responsible co-ordination of the CEO's meetings i.e., logistics arrangements, venues etc. Support the CEO with the administration of the Budget and Supply chain including maintenance of Equipment and ensuring office equipment is operational.

ENQUIRIES : Mr D Binza Tel No: (021) 360-4520
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 : 01 November 2024

POST 38/165 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Directorate: Business Development (Strategic Purchasing)

SALARY : R308 154 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics as a passed subject. Experience: Appropriate administrative experience. Appropriate Legal, financial

or similar commercial experience. Inherent requirement of the job: Valid driver's (Code B) licence. Competencies (knowledge/skills): Intermediate-to-advanced computer proficiency in MS Office (Word, Excel, Outlook and PowerPoint) and MS Power Platform. Knowledge of basic contractual and legal compliance frameworks. Ability to work co-operatively with colleagues and stakeholders but also to work independently. Very good written and verbal communication ability (in English).

DUTIES : Provide technical support for strategic projects and proposals, with a focus on contracting. Conduct research activities and update and maintain databases. Render administrative support and assist with projects. Management of support staff.

ENQUIRIES : Mr MA. Moosajee at (084) 612-0391

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. A competency test will form part of the selection process.

CLOSING DATE : 01 November 2024

POST 38/166 : **INDUSTRIAL TECHNICIAN GENERAL (CLINICAL ENGINEERING: IMAGING WORKSHOP)**
Clinical Engineering, Goodwood (Imaging Section)

SALARY : R308 154 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualifications: National Diploma in Electrical (Light Current) Engineering (T; S or N stream) or Mechatronics or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification on electrical equipment. Appropriate experience in the repairs on the following equipment would be preferred: Medical X-Ray and Ultrasound. Inherent requirement of the job: Valid driver's license (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault finding on equipment. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.

DUTIES : To carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Imaging) equipment. Give training to End-user on Imaging equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and Health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaise with hospital and private sector staff while reporting to the unit manager in charge of the relevant workshop. Manage the workshop in the absence of manager in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines. Advanced knowledge of managing, planning and organizing maintenance schedules.

ENQUIRIES : Mr JFC Liebenberg Tel No: (021) 590-5016

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 : 01 November 2024

POST 38/167 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (MALE WARD)**
West Coast District

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

CENTRE : Swartland Hospital, Swartland SD

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Health Professions Council: Registration with SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms L Julius Tel No: (022) 487-9204

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 Swartland Sub-district for a period of 3 months from date of advert.”

CLOSING DATE : 01 November 2024

POST 38/168 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R250 947 per annum
Grade 2: R290 436 per annum
Grade 3: R313 308 per annum

CENTRE : Garden Route District Office

REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic) (Institutional). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirements of the job: Have a valid driver’s license. Ability to report for duty at any facility in the George Subdistrict. The use of a government vehicle will be provided for duties as required by District Office in the Garden Route. Work after hours as needed. Willingness to work as an Indirectly Supervised Pharmacist’s Assistant in Primary Health Care Dispensaries in George Sub-district. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Appropriate knowledge of Essential Medicines Lists and Treatment guidelines and the WCGHW Provincial Code List of Approved Medicines to enable the candidate to work as an Indirectly Supervised Pharmacist’s Assistant in Primary Health Care Dispensaries. Proficient in the use of MS Office applications (including Excel, Word, Outlook and Teams) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage.

DUTIES : The successful candidate will be expected to assist with the implementation of programs for the improvement of Pharmacy Services for the Garden Route District. This will include travelling to various locations within the Garden Route from the District Office in George. Support to facilities in George Subdistrict will be provided by the successful candidate for periods of time in the capacity as a Post Basic Pharmacist Assistant as determined by the needs of Garden Route District Office and George Subdistrict Pharmacy Services. Duties included will be working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the George Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.

ENQUIRIES : Ms G De Swardt Tel No: (044) 803-2704

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

NOTE : No payment of any kind is required when applying for this post. All short-listed candidates may undergo a technical competency (assessments/proficiency) 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)” Pharmacist Assistants who do not comply with registration in 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.

- CLOSING DATE** : 01 November 2024
- POST 38/169** : **ADMINISTRATION CLERK: ADMISSIONS (SUPPORT) (GENERIC)**
Garden Route District
- SALARY** : R216 417 per annum
CENTRE : Ladismith Clinic, Oudtshoorn/Kannaland Sub-district
REQUIREMENTS : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate Administrative experience in a Health Facility. Inherent requirements of the job: Appropriate Experience in PHCIS. Valid driver’s license(manual) and willingness to travel. Competencies (knowledge/skills): Good verbal and written communication skills. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team. Computer literacy.
- DUTIES** : Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders, and compile new folders – manage general admin and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock control. Act responsible with regard to service ethics, norms, and standards. Responsible for handling of patient enquiries in an effective manner.
- ENQUIRIES** : Ms S Labuschagne Tel No: (028) 551-1010
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
- CLOSING DATE** : 01 November 2024
- POST 38/170** : **ADMINISTRATION CLERK: ADMISSIONS**
West Coast District
- SALARY** : R216 417 per annum
CENTRE : Citrusdal Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administration experience in a health environment. Inherent requirements of the job: Computer literacy (MS Word and Excel). Valid (Code B/EB) driver’s license. Good interpersonal and communication skills. Good organizing skills. Competencies (knowledge/skills): Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines.
- DUTIES** : Admissions namely, complete admission forms of patients, registering the patients on system, check midnight stats, draw reports on Delta 9 and check the casualty register. Fees namely, billing of accounts and follow-up of accounts. Cashier/switchboard namely, receive and deposit monies, operating switchboard, monitoring telephone printouts, assume duties of fees and other admissions clerks in their absence. Ability to use stock and equipment effectively namely, check stock as required and using stores and equipment effectively. Take part in human resource development opportunities namely, take part in training, identify training requirements and provide training where/when required.
- ENQUIRIES** : Mr. S Cupido Tel No: (022) 921-2153
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- CLOSING DATE** : 01 November 2024

POST 38/171 : **ADMINISTRATION CLERK: SUPPORT SERVICES**
 Directorate: Information Technology

SALARY : R216 417 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management and Technology. Competencies (knowledge/skills): Understand certain governance processes and best practices within Systems Development and Information Technology. Knowledge and experience in Supply Chain Management processes and procurement. Knowledge and experience in SharePoint and Content Management. Knowledge and experience in Project Administration. Computer literacy (MS Word, Excel, PowerPoint, Teams and Outlook).

DUTIES : Perform and assist in an administrative role for the Systems Development component within Directorate Information Technology. Support the Systems Development team with certain administrative functions (Office management, HR practices, Supply Chain Management processes). Assist with project administration for the Systems Development component (project meetings, meeting minutes, project progress reports, project expenditure reports. Support the Systems Development component with document management on SharePoint. Complete, process and log calls for certain IT service requests as required by the team.

ENQUIRIES : Ms N Jamal, Email Address: Nabila.Jamal@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 November 2024

POST 38/172 : **PERSONNEL OFFICER: EMPLOYEE BENEFITS**
 Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Klipfontein/Mitchell's Plain Sub-structure Office
REQUIREMENTS : Minimum educational qualification: National Senior certificate or equivalent. Experience: Appropriate experience in Personnel administration. Appropriate experience in the PERSAL system. Competencies (knowledge/skills): Basic Computer literacy. (MS office). Basic understanding of Human Resource Management. Knowledge of the human resource prescripts in the Public Service. Good communication and interpersonal skills.

DUTIES : Handle all aspects pertaining to salary matters. Processing of overtime, night shift, housing and other allowances. Personnel administration with regard to appointments and exits. Pensions administration. Auditing of personnel files. Handle telephonic and written enquiries and support to the supervisor.

ENQUIRIES : Ms F Lee Tel No: (021) 370-5109
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 written/practical and oral assessment. 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.

CLOSING DATE : 01 November 2024

POST 38/173 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
 Chief Directorate: Metro Health Services

SALARY : R216 416 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as 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 Supply Chain Management or Procurement. Competencies (knowledge/skills): Knowledge LOGIS and EPS Systems would be advantageous. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department (specifically procurement prescripts). Computer literacy (MS Word, Excel, PowerPoint) Good communication and interpersonal skills. Ability to function independently as well as in a multi-disciplinary team.

DUTIES : Perform tasks related to procurement administration such as inviting of quotes for supply of goods and services. Assist end-users with compilation of specifications. Capture requisitions and other documentation on the Supply Chain (LOGIS) system. Assist with annual inventory

stocktaking. Communicate and draft minutes for the Quotation Committee. Monthly SCM reporting. Provide support to Manager and assist within the Supply Chain Component.

ENQUIRIES : Ms N Mzukwa Tel No: (021) 659-5559

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

NOTE : Candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of candidates will be considered or similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert.

CLOSING DATE : 01 November 2024

POST 38/174 : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT) (X2 POSTS)**

SALARY : R216 417 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics 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 or Hospital environment. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Ability to work under pressure. Strong sense of confidentiality. The ability to accept responsibility, accountability and work independently. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS, Clinicom and Finance Instructions.

DUTIES : Reception tasks. In-patient and out-patient administration functions according to PWGC policies and procedures. Clinicom and billing duties. Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Admission, transfer and discharge of patients as per PGWC Hospital Fees policies and procedures. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Attending to patient queries (both verbal and written). Covering for colleagues in areas.

ENQUIRIES : Mr MD Windvogel Tel No: (021) 404-3008

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

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

CLOSING DATE : 01 November 2024

POST 38/175 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT (COST CENTERS)**

SALARY : R216 417 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Financial and Management Accounting. Competencies (knowledge/skills): Computer literacy (i.e. Ms Word, Excel, and PowerPoint). Functional knowledge of financial accounting systems. Office management skills, including minute taking and other office related etiquette. Ability to work with a high degree of accuracy and under pressure. Good communication skills (verbal and written). High ethical standards and professionalism as incumbent will have access to sensitive information.

DUTIES : Maintain Cost Center Coding System. Reconcile main expense accounts and feeder systems. Office Administration, data capturing and reporting. Effective financial administration of cost centers in rue of materials management system. Assist with completion of FBU reports.

ENQUIRIES : Ms C Cookson Tel No: (021) 938-6240

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

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

CLOSING DATE : 01 November 2024

POST 38/176 : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District

SALARY : R216 416 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post.

Experience: Appropriate experience in patient administration / admissions at a hospital. Inherent requirements of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written). Numerical skills and the ability to maintain confidentiality. Knowledge of electronic patient administration system Clinicom. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the CLINICOM system. Responsible for handling of patient enquiries. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders and destruction of folders.

ENQUIRIES APPLICATIONS : Mr O Nondala Tel No: (044) 302-8408
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 01 November 2024

POST 38/177 : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT)**

SALARY : R216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/ or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (CLINICOM and AR Systems), Finance Instructions, PFMA and Treasury Instructions. Good communication skills and interpersonal abilities. Strong sense of confidentiality.

DUTIES : Fees revenue and follow-up administration functions according to PWGC policies and procedures. Collect revenue on outstanding hospital accounts. Provide debt relief. Perform main cashier, general fees administration and account related duties. File, compile stats and perform relief duties. Liaise with patients, all categories of staff and external bodies. Covering for colleagues in areas.

ENQUIRIES APPLICATIONS : Ms Z Stewart Tel No: (021) 404-2217
: 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 undergo a practical test.

CLOSING DATE : 01 November 2024

POST 38/178 : **STAFF NURSE: GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate Rural Health Services

SALARY : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum

CENTRE : Paarl Regional Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows for registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with (SANC) as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to communicate effectively (verbal and written). Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines.

DUTIES : Development and implementation of basic patient care plans and risk assessment tools. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth/ethical

standards and self-development and participate in research. Professional and ethical conduct and support.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860-2522

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. 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 : 01 November 2024

POST 38/179 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: Emergency And Clinical Services Support

SALARY : Grade 1: R205 773 per annum
Grade 2: R239 658 per annum

CENTRE : Forensic Pathology Service, Mossel Bay Laboratory

REQUIREMENTS : Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 year's appropriate experience. Inherent requirements of the job: A Valid (Code B/EB) driver's license. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties/overtime. Competencies (knowledge/skills): Computer and software literacy. Ability to be trained in 4X4 Vehicle handling. Ability to be trained in photography. Will be required to deliver testimony in court proceedings. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Appropriate Forensic Pathology Service experience.

DUTIES : Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.

ENQUIRIES : Mr L Smith Tel No: (044) 813-1890, email: Lester.Smith@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical and driver's test. Candidates will be subjected to a Security clearance prior to appointment.

CLOSING DATE : 01 November 2024

POST 38/180 : **NURSING ASSISTANT GRADE 1 TO 3 (GENERAL) (X7 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum

CENTRE : False Bay Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills.

DUTIES : Provide quality basic nursing care. Provide elementary clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Assist Patients with activities of

daily living, which includes, nutritional status, mobility and elimination needs. Maintaining professional growth, ethical standards and self-development. Record keeping. Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES APPLICATIONS : Ms B Tyutu Tel No: (021) 782-1121/ Ms L Shoosmith Tel No: (021) 782-1121

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. 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 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 : 01 November 2024

POST 38/181 : **NURSING ASSISTANT GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum

CENTRE REQUIREMENTS : Metro TB Centre
Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Willingness to rotate within the hospital when required. Competencies (knowledge/skills): Knowledge of nursing processes and procedures as outlined in Nursing, Health related and Public service legislation, regulations and policies. Skills to effectively communicate verbally and in writing, function within the team, and facilitate on the level of the post.

DUTIES : Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES APPLICATIONS : Ms Q Dlwati Tel No: (021) 508-7415

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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 01 November 2024

POST 38/182 : **OPERATOR: MILK KITCHEN (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R155 148 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience working in a milk kitchen in a hospital environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. The willingness and ability to rotate between workstations within the Feed Prep unit. The ability to lift and move heavy objects (Supplies,

prepared bottle feedings) and be able to stay on their feed for long periods of time. Competencies (knowledge/skills): The ability to prepare formula feedings according to prescribed in instructions. The knowledge and skills to operate and clean all service equipment. Sound knowledge of a Feed Prep environment. Good interpersonal skills.

DUTIES : Responsible for the preparation, storage and distribution of formula feeds. Manage the utilization of all resources effectively and report all broken equipment. Pasteurization of donated expressed breast milk as well as issuing. Maintaining general hygiene in the Feed Prep area and follow and safety directives for the use of all equipment. Assist with the informal in-service training of new employees to the Feed Prep area.

ENQUIRIES : Ms K La Grange Tel No: (021) 659-5594
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of candidates will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert.

CLOSING DATE : 01 November 2024

POST 38/183 : **HOUSEHOLD AID (X2 POSTS)**

SALARY : R131 265 per annum
CENTRE : Grootte Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in waste management, elementary stock control and cleaning within a hospital environment. Inherent requirement of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, terminal cleaning, and handling cleaning equipment. The ability to do physical tasks and operate heavy duty cleaning and household equipment.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control.

ENQUIRIES : Ms M Wehr Tel No: (021) 404-4052
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 : 01 November 2024

POST 38/184 : **CLEANER**
West Coast District

SALARY : R131 265 per annum
CENTRE : Diazville CDC, Saldanha Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate Cleaning experience. Inherent requirements of the job: Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices.

DUTIES : General cleaning and maintenance (sweep, scrub, refuse removal, dust, mop, polish, clean clinic grounds, clean windows and walls). Adhering to safety precautions and ensure adherence to occupational health and safety policies. Support Waste Management. Provide clean linen for consultation rooms and manage clean soiled linen. Effective and efficient utilization and storage of cleaning material and equipment. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Operational manager and colleagues.

ENQUIRIES : Ms M Swanson Tel No: (022) 736-2033
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. The pool of applicants will be considered for similar vacant posts within Saldanha Sub-district for a period of 3 months from date of advert.
CLOSING DATE : 01 November 2024

<u>POST 38/185</u>	:	<u>LAUNDRY AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in laundry services in a hospital/health environment. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Collecting, Sorting and Weighing of dirty, soiled linen. Machine and Equipment operation, sluicing of linen. Linen Stock Control and Management of Linen Room. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Support to supervisor and willingness to rotate in other departments.
<u>ENQUIRIES</u>	:	Mr R Cupido Tel No: (021) 571-8040
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the CD: MHS, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	01 November 2024
<u>POST 38/186</u>	:	<u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Metro TB Centre
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Valid Driver's Licence (code B/EB). 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): Knowledge and understanding of the basic food groups and cooking methods. Ability to be trainable in preparing of normal and therapeutic diets.
<u>DUTIES</u>	:	Rendering of food services. Apply occupational health and safety measures. Effective utilization of stock and equipment. 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.
<u>ENQUIRIES</u>	:	Ms X Witbooi Tel No: (021) 508-7450
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other 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>	:	01 November 2024
<u>POST 38/187</u>	:	<u>TRADESMAN AID</u> Garden Route District
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Kannaland Sub-district, Ladismith CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: NQF 3 (Grade 10) or equivalent. Experience: Sound knowledge of hospital plant, laundry equipment and machinery. Inherent requirements of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arises, day or night, and perform standby duties. Valid (Code B/EB) driver's license Willingness to travel and work at all Public Health Institutions within the Kannaland Sub-district. Competencies (knowledge/skills): Ability to function independently, plan (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Ability to communicate effectively both verbal and written.
<u>DUTIES</u>	:	Assist with minor routine Maintenance and elementary repairs of equipment, plant, and tools. Assist with minor maintenance and repairs with regard to Electrical, Mechanical, Plumbing, Building and Infrastructure projects. Ensure an organised and neat workshop / office space.

Assist with Job Requisitions and basic administrative duties and functions. Ensure that all tools and materials are available before commencing. Support to Supervisor.

ENQUIRIES : Mr E Adcock Tel No: (028) 551-1010

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

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

CLOSING DATE : 01 November 2024

POST 38/188 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning in a hospital or health environment. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Good communication and interpersonal skills. Ability to work in a team environment and independently.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patients and parents' meal serving and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use of machinery, maintenance and safekeeping of consumables and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.) Assist in performing ad-hoc duties within the hospital.

ENQUIRIES : Mr. DW Brecht Tel No: (021) 360-4635

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 : 01 November 2024

DEPARTMENT OF INFRASTRUCTURE

MANAGEMENT ECHELON

POST 38/189 : **DIRECTOR: OPERATIONAL SUPPORT REF NO: DOI 167/2024**

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

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate qualification at NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS upon appointment. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Competencies: Proven knowledge and understanding of the following: Provincial executive support systems and services; Policy development processes; Public communication, public education, public engagement and discourse management processes; Policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Human rights issues pertinent to the Department; Strategy development, strategy management and strategy monitoring and review processes. Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills (verbal and written); Outstanding planning, organising and people management skills. Personal Attributes: A highly developed interpretive and conceptualisation / formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to deal with a wide variety of external and internal clients.

- DUTIES** : Line Management will entail the following: Render a departmental communication service; Facilitate departmental responsibilities in respect of occupational health and safety and security; Ensure the rendering of ICT, Human Capital, Corporate Assurance, Legal and Communication support services to the department by CSC, in terms of the provisions of the relevant service level agreement and departmental responsibilities in respect of Human Rights facilitation. Strategic Management will entail the following: Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate; Participate in the Department's and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objective and standards; Report to the Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. People Management; Financial Management; Promote ethical conduct and culture.
- ENQUIRIES** : Mr. R Maharaj Tel No: (021) 483 4123
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.
- CLOSING DATE** : 11 November 2024

OTHER POSTS

- POST 38/190** : **CHIEF ENGINEER: ROADS PROGRAMME COORDINATION REF NO: DOI 160/2024**
- SALARY** : Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid code B driving licence. Recommendation: Experience in the following: Transport infrastructure, road construction and/or maintenance or the asset management processes of transport infrastructure; Various design stages for multidisciplinary Roads projects; Compiling/preparing tender document and the tender process; Supervising technical staff /teams; Data monitoring and analytics of projects in the various phases; Exposure of financial-, human resource-, supply chain-, contract-, management and scope monitoring during construction; Project coordination, reporting and resource management; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and

analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Azni November at 076 816 4564

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

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

CLOSING DATE : 11 November 2024

POST 38/191 : **CHIEF ENGINEER: ROAD ASSET MANAGEMENT REF NO: DOI 161/2024**

SALARY : Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid code B driving licence. Recommendation: B Eng/BSc in all Engineering fields will be considered with relevant work experience; Experience of asset management principles, technical methods, financials, systems and techniques; Experience in the implementation of strategies, plans and policies related to the management of road infrastructure; Exposure of human resource-, supply chain-, contract-, management; Experience in financial motivation or project preparation for funding requirements; Advance experience in the use of Microsoft Office, Asset Management systems, GIS and other software /databases programs HDM4, dTIMS, IQMS; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Azni November at 076 816 4564

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

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note

that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 11 November 2024

POST 38/192 : **CHIEF ENGINEER (ELECTRICAL): EDUCATION INFRASTRUCTURE REF NO: DOI 163/2024**

SALARY : Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed).
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in Electrical Engineering; A minimum of 6 years post qualification experience required as a registered Professional Engineer; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid driving license (Code B or higher). Recommendation: Willingness to travel on a regular basis. Competencies: Knowledge and experience of the following: Electrical Engineering Services (Electrical reticulation, fire detection and protection, renewable energy, etc) systems; Relevant Built Environment especially regarding engineering design and analysis in the construction of Education Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and development skills; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Technical report writing skills; Good interpersonal relations, decision making, analytical, team leadership and financial management skills; Computer literacy (MS Office, Excel); Public sector procurement; Ability to work under pressure.

DUTIES : Design and installation of electrical engineering works for Education Facilities in conjunction with other professional disciplines and consulting engineering firms: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the electrical and mechanical engineering works for both maintenance and capital projects; Supervise technical personnel ensure training and development of staff; Implement legal requirements and standards: Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology ; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr D. Nugent Tel No: (021) 483 8084
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 11 November 2024

POST 38/193 : **CHIEF ENGINEER: REGIONAL ROAD MANAGEMENT REGION 1 (PAARL) REF NO: DOI 165/2024**

SALARY : Grade A: R1 200 426 per annum, (all-inclusive salary package), (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 4-year B-Eng / BSc-Eng degree (or equivalent qualification); Must be registered with ECSA as a Professional Engineer; A Minimum of six years post qualification experience required as a Registered Professional Engineer; A valid code B driving licence. Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid code B driving licence. Competencies: Thorough knowledge of the following: All relevant legislation, regulations and policies related to Provincial Proclaimed Roads; Road maintenance and construction of surface and gravel roads; Project management, budget-and financial management; HR- financial, supply chain, mechanical and workshop management; Written and verbal communication skills; Strategic leadership and thinking capabilities.

DUTIES : Responsible for the execution of relevant acts, regulations and road related specifications and policies; Manage all DRE Office resources (e.g. Human resources, financial matters, supply chain management and mechanical fleet including workshops, budgets and spending);Management of the maintenance and construction of the road infrastructure network within Region 1, as well as protecting the Provincial road reserve; Manage Cape Winelands, Overberg & West Coast DM as agents for the Department

ENQUIRIES : Ms Marilise van Wyngaardt Tel No: (021) 959 7700

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

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

CLOSING DATE : 11 November 2024

POST 38/194 : **PROGRAMME MANAGER (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER) - HEALTH INFRASTRUCTURE REF NO: DOI 166/2024**

SALARY : Chief Engineer - Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed);
 Chief Architect – Grade A: R 1 042 170 per annum, all-inclusive salary package, (OSD as prescribed);
 Chief Quantity Surveyor – Grade A: R 1 042 170 per annum, all-inclusive salary package, (OSD as prescribed);
 Chief Construction Project Manager – Grade A: R1 200 426 per annum, all-inclusive salary package, (OSD as prescribed);

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification engineering experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a Professional Architect; A valid driving licence. Or B-Degree in Quantity Surveying or relevant Qualification; A minimum of 6years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid driving licence. Or BTech or higher qualification (Built Environment field); A minimum of 6years post qualification experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager; A valid driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project/programme Management. Competencies: Knowledge of the following: Act/regulations of Occupation Health &Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation: Programme/project management, research and planning procedures. Skills in the following: Financial management; Project management, formulation of policies in a multi-disciplinary professional environment;

DUTIES : Leadership, communication, organising and teamwork; Conflict management; Verbal and written communication. Ability to work under pressure and meet deadlines; Ability to work in a team. Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES APPLICATIONS : Mr E du Plooy at email: Etienne.duPlooy@westerncape.gov.za
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 11 November 2024

POST 38/195 : **CONTROL ENGINEERING TECHNOLOGIST: ROAD PROGRAMME COORDINATION REF NO: DOI 149/2024 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : Grade A: R873 840 per annum, all-inclusive salary package, (OSD as prescribed).
: Department of Infrastructure, Western Cape Government
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Recommendation: Experience in the following: Transport infrastructure, road construction and/or maintenance or the asset management processes of transport infrastructure; Various design stages for multidisciplinary Roads projects; Compiling/preparing tender document and the tender process; Supervising technical staff / teams; Data monitoring and analytics of projects in the various phases; Exposure of financial-, human resource-, supply chain-, contract-, management and scope monitoring during construction; Project management and report writing; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication(written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES APPLICATIONS : AK November at 076 816 4564
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note

that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 11 November 2024

POST 38/196 : **DEPUTY DIRECTOR: CORPORATE SERVICE MANAGEMENT REF NO: DOI 168/2024**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: People Management policies and prescripts; National and Provincial Treasury Regulations; Verbal and written communication skills; Proven computer literacy (MS Word, Excel, Power Point and Outlook); Ability to lead a team and People Management skills; Ability to work under pressure and to meet deadlines.

DUTIES : Support the HOD and Senior Management in respect of the operational management of the departments working relationship with the Corporate Service Centre; Serve as nodal point for the appointment of members of prescribed departmental committee and manage logistical arrangements; Serve as nodal point for prescribed departmental plans; Serve as nodal point for the distribution of general CSC communication/ information as required; Monitor, assess and report on the service delivery of the CSC to the department in terms of the SLA; Facilitate and administer the following: Follow up with the CSC; Departmental human rights responsibilities; Staff Performance Management System process; Manage the discipline of staff.

ENQUIRIES : Mr R Maharaj Tel No: (021) 483 4123

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

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

CLOSING DATE : 11 November 2024

POST 38/197 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE) REF NO: DOI 92/2024 R1**

SALARY : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)

Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)

Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification in Civil/Structural engineering; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; Or have submitted with ECSA for professional registration as a Professional Engineer and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Recommendation: Experience of the following: Contract documentation and administration; Project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: Technical report writing, creating high performance culture, professional judgement, networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and

Safety (OHS-Act); National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.

DUTIES : Manage service providers (PSPs, contractors, etc.), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation, etc. as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Ms M Greeff at Mercia.Greeff@westerncape.gov.za

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

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

CLOSING DATE : 11 November 2024

POST 38/198 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME COORDINATION REF NO: DOI 152/2024 (X3 POSTS)**

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

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Engineering Degree B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer or have submitted with ECSA for professional registration as a Professional Engineer (proof of payment to be submitted with application is required) Note: Compulsory registration with ECSA as a Professional Engineer must be obtained within 6 months from appointment; A valid code B or higher driving licence. Recommendation: Experience in the following: Transport infrastructure, road construction and/or maintenance or the asset management processes of transport infrastructure; Various design stages for multidisciplinary Roads projects; Compiling/preparing tender document and the tender process; Supervising technical staff /teams; Data monitoring and analytics of projects in the various phases; Exposure of financial-, human resource-, supply chain-, contract-, management and scope monitoring during construction; Project management and report writing; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES : Mr A November at 076 816 4564

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

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please

ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 11 November 2024

POST 38/199 : **QUANTITY SURVEYOR (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: DOI 157/2024**

SALARY : Grade A: R721 476 - R774 267 per annum
Grade B: R821 142 - R876 018 per annum
Grade C: R925 146 - R1 084 368 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate Bachelor's Degree in quantity surveying or relevant qualification; A minimum of 3 years appropriate post qualification Professional Quantity Surveying experience; Compulsory registration with the SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Quantity Surveying processes and skills, cost control, cost management; Construction documentation and administration of NEC and JBCC contracts; Microsoft Office suite with proven computer literacy Programme and project management principles; Quantity Surveying legal and operational compliance; Quantity Surveying operational communication; Financial management principles; Computer-aided measuring and costing applications; Technical consulting; Professional judgment; Problem solving, analysis and decision making; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management. Skills in the following: Communication, organising and teamwork; Verbal and written communication; Ability to work under pressure and meet deadlines; Self-motivated.

DUTIES : Perform quantity surveying activities on state owned and leased buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Survey-related matters; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on Quantity Surveying matters.

ENQUIRIES : Lishya Kirpal Tel No: (021) 483 5259

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

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

CLOSING DATE : 11 November 2024

POST 38/200 : **QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 164/2024**

SALARY : Grade A: R721 476 per annum, (Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African

Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid Code B (or higher) driving license. Competencies: Knowledge of the following: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement; Skills in the following: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES APPLICATIONS : Mr E du Plooy at email: Etienne.duPlooy@westerncape.gov.za
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 11 November 2024

POST 38/201 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROADS SYSTEM INFRASTRUCTURE REF NO: DOI 57/2023 R1 (X4 POSTS)**

SALARY : Grade A: R429 930 - R462 084 per annum
Grade B: R486 543 - R522 741 per annum
Grade C: R556 080 - R654 252 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving licence. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, road/bridge/ culvert construction and/or maintenance experience of surface and gravel roads; Experience in asset management and/or data collection processes of roads infrastructure; Exposure to project management, budget and financial management of engineering projects; Exposure to IT systems and the development of systems for engineering applications; Further studies or formal courses; Experience and good command across various engineering design stages for multidiscipline projects. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

- DUTIES** : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.
- ENQUIRIES** : Mr J Neethling at (073) 952 9707
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024
- POST 38/202** : **ASSISTANT DIRECTOR: MONITORING COMPLIANCE AND PERFORMANCE**
MANAGEMENT REF NO: DOI 158/2024
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years experience in a supply chain management, finance, auditing, accounting, legal, compliance monitoring or investigations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Project management; Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision-making; Team membership.
- DUTIES** : Assist in the implementation of an effective supply chain management system by verifying that departmental policies, processes and procedures as well as templates and reports comply with the relevant legislative frameworks as well as monitoring any changes in the supply chain management legislative environment; Report relevant supply chain information to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements as it relates to suppliers, the supply chain management unit and supply chain management related activities of the department; Performing activities to contribute to the measuring performance of suppliers, the supply chain management unit and the department's achievement of supply chain management objectives by assessing compliance with supply chain management processes, vetting suppliers for compliance, and testing general supply chain management compliance and monitoring supply chain management systems; Conduct an annual supply chain management risk assessment and monitor the performance of supply chain management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines; Perform monitoring, investigative, and analytical activities relating to supply chain management governance, complaints, enquiries, appeals, PAIA requests, Cession applications, Conflict of interest cases as well as reporting progress on these activities, recommendations on remedial actions, and status of cases on the system of prevention of supply chain management abuse; Develop and review departmental policies, Instructions applicable to supply chain management conduct internal awareness sessions as well as for contractor information sessions, and perform audit task team activities in collating, quality assurance and timely submission of information.
- ENQUIRIES** : Ms R Marks Tel No: (021) 483 8520
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the

employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 11 November 2024
- POST 38/203** : **CHIEF WORKS INSPECTOR (ELECTRICAL): EDUCATION INFRASTRUCTURE REF NO: DOI 159/2024**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 [Electrical wiring code] compilation of specifications and tender regulations; Proven Computer literacy; Excellent report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.
- DUTIES** : Deliver infrastructure maintenance, upgrading and minor new work of education facilities; Project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of education facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.
- ENQUIRIES APPLICATIONS** : Mr N Nolan Tel No: (021) 483 5362
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024
- POST 38/204** : **ADMINISTRATION CLERK: EDUCATION INFRASTRUCTURE REF NO: DOI 162/2024**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Computer literate. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team.
- DUTIES** : Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.
- ENQUIRIES APPLICATIONS** : Mr P Williams Tel No: (021) 483 4573
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note

that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 11 November 2024

POST 38/205 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (MALMESBURY)**
REF NO: DOI 05/2024 R1

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

DUTIES : Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 11 November 2024

POST 38/206 : **ROAD WORKER: ROUTINE MAINTENANCE REF NO: DOI 154/2024 (X2 POSTS AVAILABLE IN LEE-GAMKA AND KLAARSTROOM)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities; Willing to sleep out utilizing caravans. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr R du Preez Tel No: (023) 415 2611
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

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

CLOSING DATE : 11 November 2024

POST 38/207 : **ROAD WORKER: ROUTINE MAINTENANCE REF NO. DOI 156/2024 (X2 POSTS AVAILABLE IN DE RUST)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities; Willing to sleep out utilizing caravans. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr E Fredricks Tel No: (044) 272 2992
To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

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

CLOSING DATE : 11 November 2024

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 11 November 2024

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries

relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

<u>POST 38/208</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 02/2024 R1</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent with Accountancy or Mathematics as passed subjects; A minimum of 6 years appropriate experience in financial accounting. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL and BAS. Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills required: Computer; Planning and organising; Language; Good Verbal and written communication.
<u>DUTIES</u>	:	Debt management; Disclosures in the financial statements and reporting; Supervise employees to ensure an effective financial accounting service; Monitoring and reporting on receivables; Assist with effective and efficient salary deduction system; Assist with Authorise payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system.
<u>ENQUIRIES</u>	:	Ms R Davids Tel No: (021) 483 4505

DEPARTMENT OF THE PREMIER

<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	11 November 2024
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 38/209</u>	:	<u>DEPUTY DIRECTOR: JOB DESIGN REF NO: DOTP 47/2024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Science, Humanities, Industrial Engineering, Industrial Psychology, Public and Business Management Sciences or related; A minimum of 3 years management level experience in an Organizational Development or related environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in major organisational transformation. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation systems; Organisation development theory, practices and techniques regarding organisation design; Research method/statistics (action research, quantitative and qualitative); Appreciative inquiry; Project management; National and Provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedures; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Auditing; Analytical; Benchmarking; Facilitation and process consultation; Conceptual, interpretive and formulation; Innovative problem solving; Intervention design; Interviewing; Leadership; Listening; Teambuilding and strong inter-personal;

Mentoring and coaching practices; Motivation; Negotiation; Networking; Planning and Organising; Presentation.

DUTIES : Lead departmental work organisation capacity services; Lead transversal design services; Lead transversal organisation design and alignment; Manage transversal delivery initiatives; Manage client relationship and projects; Manage People; Manage finances.

ENQUIRIES : Ms F Raybin Tel No: (021) 466 9552

POST 38/210 : **DEPUTY DIRECTOR: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 48/2024**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Behavioural Sciences (preferably Industrial Psychology), Management Sciences or Public Administration; A minimum of 3 years management level experience in an Organisational Development or related environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in major organisational transformation. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Organisational development theory, practices, and techniques; Systems Theory; Key elements/determinants of organizational performance as they relate to the field of organisation development; Appreciative inquiry; Project management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Conceptual, interpretive and formulation; Facilitation and process consultation; Analytical; Benchmarking; Conflict resolution; Listening; Networking; Planning and organising; Team building and strong inter-personal; Ability to work independently.

DUTIES : Plan, organise, lead and control organisational development interventions; Facilitate the approval and implementation of all amendments to organisation by means of group problem solving, capacity building, change management and other appropriate OD techniques; Provide information to relevant role-players for reporting and communication; Provide general advice on organisation design and development matters; Client liaising responsibilities such as management relationships; Project management responsibilities such as contract management, reporting on progress and evaluating value-add of project; Perform tasks related to Information management such as documenting and reporting.

ENQUIRIES : Ms F Raybin Tel No: (021) 466 9552

POST 38/211 : **ASSISTANT DIRECTOR: DEPARTMENTAL WORK ORGANISATION CAPACITY REF NO: DOTP 46/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Sciences/ Humanities/ Industrial Engineering/ Industrial Psychology/ Public and Business Management Science or related; A minimum of 3 years administrative experience in organisation development or related; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Disciplinary and grievance procedure; organisational performance as they relate to the field of organisation development; the appropriate job evaluation System; Skills needed: Project management; Proven computer literacy; Communication (written and verbal); Accounting Finance and Audit; Numeracy and Innovative problem solving.

DUTIES : Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Plan, execute and monitor project(s); Supervise Organisation Development Practitioners.

ENQUIRIES : Ms F Raybin Tel No: (021) 466 9552

POST 38/212 : **LABOUR RELATIONS OFFICER REF NO: DOTP 44/2024 R1**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; National and Provincial Resolutions and legislation pertaining to Human Resource Management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Planning, organising and execution; Conflict resolution; Ability to work independently and as part of a team.

DUTIES : Handle misconduct matters; grievances matters and disputes; Render advice on misconduct and grievance matters; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Mr P Samuel Tel No: (021) 483 4646

POST 38/213 : **HUMAN RESOURCE CLERK: TALENT SOURCING REF NO: DOTP 50/2024 (X2 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Appropriate tertiary qualification; Experience within a Human Resource/Recruitment environment; Experience working on an e-recruitment system; A valid Code B (or higher) driving licence. Competencies: Proven computer literacy in MS Word and Excel; Good planning and organising skills; Communication (written and verbal) skills; Interpersonal skill; Ability to work under pressure and meet deadlines.

DUTIES : Liaise with relevant stakeholders; General office administration; Database Management; Capture and update expenditure in component; Reception duties.

ENQUIRIES : Ms S Faku Tel No: (021) 483 6369

POST 38/214 : **HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION REF NO: DOTP 51/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Appropriate tertiary qualification; Working knowledge and experience in HR Systems; Relevant administrative and Human Resource Management experience; A valid code B (or higher) driving licence. Competencies: Understanding of prescripts and policies; Proven computer literacy in MS Word and Excel; Good planning and organising skills; Ability to work under pressure and meet deadlines; Communication (written and verbal) skills.

DUTIES : Administer appointments and payroll matters which include the following: Appointments of Interns/Apprenticeships and periodical appointments; Issuing of employment contracts and appointment letters; Proper record keeping of records; Acting allowances; Administer Personnel Suitability Checks; Administer electronic databases on appointments information.

ENQUIRIES : Ms W Ponoyi-Dlabane Tel No: (021) 483 0832

PROVINCIAL TREASURY

MANAGEMENT ECHELON

POST 38/215 : **CHIEF DIRECTOR: PUBLIC POLICY SERVICES REF NO: PT 35/2024**

SALARY : R1 436 022 per annum (Level 14), all-inclusive salary package
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : B Degree (NQF 7 as recognised by SAQA) in Economics/ Finance/ Business Administration/ Public Policy; 5 years senior management experience; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: An appropriate Honour's Degree; Knowledge of the human resources function; Strong research-based policy analysis and analytical ability; and Proven knowledge of budget policy, economic analysis and fiscal policy application. Competencies: Human Resource Management, Public Finance Management Act, Municipal Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions; Financial Management processes; Excellent communication skills; Excellent planning, organizing and people management skills; Strategic capability and leadership skills; and The ability to multitask, deal with ambiguity and manage under rapidly and changing and pressurized circumstances.

DUTIES : To provide for the effective and efficient development of revenue streams, cash and liability management; To provide for provincial economic analysis and advice that informs budget policy and the budget allocation process and; coordinate provincial budget policy, planning and performance; To provide for local government economic analysis and advice that informs fiscal policy and budget allocation decisions and associated remedial steps; Assist, assess and report on policy attainment across the local government sphere and introduce associated remedial steps; and Oversight responsibility of the departmental public entity i.e. the Western Cape Gambling and Racing Board.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.
- CLOSING DATE** : 11 November 2024

OTHER POSTS

- POST 38/216** : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 31/2024**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in strategic management processes. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, regulations and policies impacting on government strategic planning/management and service delivery improvements; Skills needed: Strategic planning, monitoring, reporting and project management; Analytical and strategic thinking; Written and verbal communication; Planning and organising; People management.
- DUTIES** : Coordinating the publication of the Annual Performance Plan and Strategic Plan; Facilitation of the four quarterly performance reports and part B of the Annual Report, while also ensuring the timely coordination of information requests from the Auditor-General of South Africa; Facilitating delivery improvement initiatives by overseeing the development of the PT Services Charter, Service Standards and Service Access Booklet, as well as coordinating of the Service Delivery Improvement Plan (SDIP), additionally monitoring the quarterly SDIP report to the department of the Premier and its inclusion in the Annual Report; Developing the Annual Operational Plan and Monthly Operational Plan monitoring and reporting; People Management.
- ENQUIRIES** : Mr B Damons Tel No: (021) 483 6127
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024

POST 38/217 : **ASSISTANT DIRECTOR: GOVERNANCE FRAUD AND LOSSES MANAGEMENT REF NO: PT 32/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an Internal Control and Governance environment. Competencies: Knowledge of the following: Acts and regulations (i.e. Public Finance Management Act; Treasury Regulations; Provincial Treasury Instructions; Relevant delegations; Public Service Act; Public Service Regulations; Risk management framework and techniques; Internal controls and techniques; Human resource management; Risk management frameworks; Skills needed: Written and verbal communication; Analytical thinking; Written and verbal communication.

DUTIES : Ensure proper governance; Develop, review and co-ordinate the following: Policies pertaining to the IC unit; PFMA and SCM delegations; and Monitoring tools (financial manual); Render advice on policy; Manage and Co-ordinate responses as determined by the department; Maintain the database of all issued policies and fiancé instructions; Perform inspections; Co-ordinating the 30 day reporting process; Provide capacity building initiatives; Provide fraud management services; Maintain, interpret, advise implement and provide support with the departmental fraud corruption prevention response plan and implementation plan in consultation with PFS; Co-ordinate capacity building initiatives; Provide losses management services; Ensure the implementation and maintenance of an integrated loss control system/database; Perform investigations; Perform the duties of the loss control officer; Perform managerial and supervisory tasks; The management of staff, including training and development, leave management, performance and attendance management.

ENQUIRIES : Ms R Cassiem Tel No: (021) 483 8203
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 11 November 2024

POST 38/218 : **ASSISTANT DIRECTOR (FINANCIAL ANALYST): LEGAL AND POLICY REF NO: PT 33/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher) in Law; Minimum of 3 years relevant experience in legal or either private or public sector regulatory environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of PFMA-; MFMA and its related regulations. Competencies: Knowledge of the following: South African public finances and the local government legal framework; Constitutional Framework, intergovernmental system and the ability to demonstrate practical application thereof; Project Management; Legal Administration; Written and verbal communication skills.

DUTIES : Manage the development and issuing, and commentary relating to national, provincial and municipal financial legislation and /or legislation that has a financial impact on the Western Cape province; Facilitate and assist with the development of best practice guidance in respect of financial legislation and policies for departments, public entities and municipalities; Researching, developing and monitoring policies and guidelines and frameworks in respect of financial remuneration for statutory institutions and other related entities; Ensuring the provision of financial legislation and policy related training (inclusive of the Financial Misconduct Regulations) in departments, public entities and municipalities.

ENQUIRIES : Mr M Petersen Tel No: (021) 483 8204
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note

that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 11 November 2024

POST 38/219 : **INFRASTRUCTURE ANALYST: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT (GROUP 1) REF NO: PT 36/2024 (X2 POSTS)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Commerce, Economics or Built Environment; A minimum of 5 years relevant functional experience in monitoring infrastructure projects/programmes; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A Project Management Certificate and/or Contract Management training and/or Asset Management and/or Supply Chain Management and infrastructure procurement experience/exposure. Competencies: Knowledge of the following: Public service policies and procedures; Functioning of National/Provincial as well as Local Government; Microsoft Office Applications; Financial Management; Project Management; Public Finance Management Act (PFMA), Municipal Finance Management Act(MFMA), Division of Revenue Act (DoRA), Government Immovable Asset Management Act (GIAMA), Western Cape Land Administration Act, National Treasury Regulations, User Asset Management Guidelines and Local Government Capital Asset Management Guidelines; Skills needed: Proven computer literacy; Written and verbal communication; Research, report writing, organizing and planning; Analytical thinking.

DUTIES : Monitor Provincial Infrastructure Performance Management; Report on Provincial Infrastructure Financial Management; Support Provincial Infrastructure Planning Portfolio Management; Support Provincial Infrastructure Projects/Programme; Support Infrastructure Capacity Building Initiatives.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 11 November 2024

POST 38/220 : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT ACCOUNTING REF NO: PT 38/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting or Finance (with Accounting 3 as a major subject); A minimum of 3 years accounting experience in municipal accounting in a finance department; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Generally, Recognised Accounting Practice (GRAP); Willing to travel. Competencies: Knowledge of the following: Municipal accounting systems; Municipal Standard Chart of Accounts (mSCOA); Skills needed: Proven computer literacy (MS Office); Analytical; Problem Solving/Decision-making; Written and verbal communication; Good numerical ability; Teamwork.

DUTIES : Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against Municipal Standard Chart of Accounts (mSCOA) implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

ENQUIRIES : Mr F Salie Tel No: (021) 483 4252
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024
- POST 38/221** : **COMMUNICATION OFFICER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT**
REF NO: PT 34/2024
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Communications, Public relations or related field; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Graphic design using Adobe Creative Suite (InDesign, Photoshop, Illustrator), Mailchimp and Canvas; Digital and social media; Photography; Web content management and systems as Drupal. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Implementing communication policy and strategies; Global, regional, local, economic and social affairs impacting the citizen and the Western Cape Government; Skills needed: Proven computer literacy; Written and verbal communication; Social management; Graphic design.
- DUTIES** : Develop, monitor and enhance the department's corporate identity and brand; Design and implement communication campaigns and products; Coordinate and report on website analytics and social media campaigns; Provide a media liaison and events management service.
- ENQUIRIES** : Mr E Steenkamp-Cairns Tel No: (021) 483 4237/ Mr B Damons Tel No: (021) 4836127
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 November 2024
- POST 38/222** : **CHIEF ADMINISTRATION CLERK: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS**
REF NO: PT 37/2024
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6years relevant experience. Recommendation: Enhancement of data support and quality using Power BI for visualisation for insights. Competencies: Knowledge of the following: Financial systems; Administration; Strategic planning and organising skills; Communication skills (written and verbal); Proven computer literacy.
- DUTIES** : Investigation of discrepancies in data; Enable a clean and up to date dataset; Maintain and re-verification of reporting categories per department; Supervise clerical staff; Assist departments with enquiries pertaining to financial systems.
- ENQUIRIES** : Mr X Spelete Tel No: (021) 483 5650
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday

from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 11 November 2024

POST 38/223 : **SUPPLY CHAIN MANAGEMENT CLERK: FINANCIAL MANAGEMENT REF NO: PT 30/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in the following: Relevant experience in supply chain management; Logistical Information System (LOGIS); Accounting Office System (AOS); Integrated Procurement Solution (ePS). Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts and policies; Provincial Treasury Instructions; Skills in the following: Computer literacy in MSOffice Package (Word, Excel, PowerPoint, outlook); Written and verbal communication.

DUTIES : Bid Management (bid invitation and evaluation); Render acquisition support services; Management and maintenance of the e-Procurement solution and bid registers; Information and records management.

ENQUIRIES : Ms D Lukas Tel No: (021) 483 9041

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

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

CLOSING DATE : 11 November 2024

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

MANAGEMENT ECHELON

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

CLOSING DATE : 11 November 2024

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

MANAGEMENT ECHELON

<u>POST 38/224</u>	:	<u>HEAD OF DEPARTMENT: POLICE OVERSIGHT AND COMMUNITY SAFETY REF NO: POCS 01/2024R1</u> 5-Year Contract
<u>SALARY</u>	:	R1 741 770 per annum (Level 15), (all-inclusive salary package)
<u>CENTRE</u>	:	Police Oversight and Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 10 years' experience at a senior managerial level within the Safety and Security environment; Recommendation: A postgraduate degree in Safety and Security and/ or Future studies will serve as an advantage; Senior Management experience within the Safety and Security sectors. Competencies: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of inter-governmental and international relations; Proven knowledge and understanding of public service procedures, processes and systems; Knowledge of communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex situations; Excellent communication skills; Outstanding planning, organising and people management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuading and influencing skills.
<u>DUTIES</u>	:	Line Management: Strategic management, guidance and advice in respect of the rendering of efficient and cost effective, transparent and responsive public administration. This includes the following functions: Implement the constitutional and legislative mandate of civilian oversight of law enforcement agencies and implement both national and provincial policies on safety and security. Initiate, execute, coordinate and support social crime prevention projects in the Western Cape. Provide an integrated information and research management framework/system towards safer communities in the Western Cape. Provide civilian oversight over law enforcement agencies. Build capacity within communities against crime through increasing levels of consciousness, institutionalizing structures for community participation, empowering community policing and establishing uniform partnerships with communities to decrease the levels of crime and the levels of perception of crime. Manage the security functions on behalf of all Heads of Departments in the WCG. Provide comprehensive security risk management services to the Western Cape in respect of property, assets, equipment, reputation, employees, visitors and guests. Provide advice and assistance to the Head of Provincial Institutions to comply with relevant security and safety regulations and policies. Provide security support services. Provide an administrative and support service to neighbourhood watch structures. Render an efficient corporate service within the department. Define and review on a continual basis the purpose, objectives, priorities and activities of the Department. Drive the Departmental strategic planning process. Drive the development and management of the strategic and business plans for the Department. Evaluate the performance of the department on a continuing basis against pre-determined key measurables objectives and standards. Report to the Provincial Minister on a regular basis on the activities of the department and on matters of substantial importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the department, and of the resources employed by it. Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan. Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Department. Monitor information capacity building within the Department. Ensure involvement on the compiling of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department. Promote sound labour relations within the Department. Actively manage and promote the maintenance of discipline within the Department. Manage participation on the budgeting process at Departmental level, and at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Department. Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department. Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances. Diligently perform all duties assigned to the post of Head of

Department. Assume overall accountability for the management, maintenance and safekeeping of the Department assets. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.
Ms Louise Esterhuysen Tel No: (021) 483 5856

ENQUIRIES

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

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

CLOSING DATE

11 November 2024

NOTE

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

OTHER POSTS

POST 38/225

COMMUNITY DEVELOPMENT MANAGER: INSTITUTIONAL CAPACITY BUILDING (ICB)
REF NO: DSD 93/2024

SALARY

Grade 1: R920 082 - R1 052 016 per annum, (OSD as prescribed)
Grade 2: R1 094 508 - R1 289 274 per annum, (OSD as prescribed)

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent); A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge and understanding of the following: Policy formulation and implementation; Public Service Management Framework Theories and systems, skills, attitudes and values in community development. Extensive knowledge of the NPO Act, General Laws Amendment Act, the NPO Capacity Building Framework. Knowledge in NPO Fundraising, policy development and sustainability models. Familiar with the Independent Code, Tax Exemption / 18a and legal structures for NPOs. Technical knowledge of NPO registration and compliance. Skills needed: Presentation; Problem solving; Financial management; Project Management; Computer literacy; Communication (Written and verbal); Staff management. Managing of databases. Ability to: undertake complex research; Manage community development structures and projects; Influence individuals and groups to participate in their own self-empowerment ventures.

DUTIES

To manage the following: Identification and facilitation of NPO Capacity Building and Mentoring Programmes. Developing and managing a provincial NPO capacity building focusing on Good Governance, Compliance, Fundraising and Policies. Responsible for identifying capacity building needs of officials and implementing capacity building training for government officials. Managing the provincial NPO Helpdesk and ensuring that Helpdesk services are accessible throughout the province. Contribute to developing policies, norms and standards, legislation and working documents pertaining to the sector. Community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Plan and ensure that research on community development is undertaken. Undertake and facilitate complex community development research; Keep up to date with new developments in the community development and management fields to enhance service delivery.

ENQUIRIES

Ms D Dreyer Tel No: (021) 483 3924

POST 38/226

SUPPLY CHAIN MANAGEMENT PRACTITIONER: POLICY AND IMPLEMENTATION REF
NO: DSD 86/2024

SALARY

R376 413 per annum (Level 08)

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' experience in a supply chain management environment. Competencies: Knowledge of

the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services, and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical and strategic thinking; Budgeting; Written and verbal communication; Numeracy; Computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research. Ability to analyse, conceptualise and implement policy.

DUTIES : Develop and review departmental policies; Build capacity among internal and external stakeholders; Develop, implement and maintain control framework for supply chain; Develop standard operating procedures; Review and align delegations; Identify needs for policies, guidelines, norms and standards in respect of all SCM practices and provide advice in the development thereof; Give inputs in the development of provincial policy positions; Conduct policy evaluation; Develop and implement strategies to communicate SCM policy matters.

ENQUIRIES : Mr C Jansche van Rensburg Tel No: (021) 483 4283
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 38/227 : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: SUSTAINABLE LIVELIHOODS REF NO: DSD 87/2024**

SALARY : Grade 1: R367 878 – R413 373 per annum, (OSD as prescribed)
 Grade 2: R429 573 – R487 650 per annum, (OSD as prescribed)
 Grade 3: R507 198 – R687 918 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; **Grade 2:** A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification; **Grade 3:** A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Competencies: Knowledge of the following: Community development; Policy analysis and development; legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO); Skills needed: Excellent Communication (written and verbal); Proven computer literacy; Financial Management; Monitoring and Evaluation; Planning and organising; Ability to compile complex reports.

DUTIES : Develop, implement and maintain community development policies: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Research and development related to youth development programmes; Perform the administrative functions required in the unit; Stakeholder engagements.

ENQUIRIES : Mr L Arnolds Tel No: (021) 483 6657

POST 38/228 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 88/2024 (VARIOUS POSTS AVAILABLE IN METRO EAST)**

SALARY : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)
 Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)
 Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information

- and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms C Lesch Tel No: (021) 812 0940
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 38/229** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 89/2024 (VARIOUS POSTS AVAILABLE IN METRO NORTH)**
- SALARY** : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)
Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)
Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Mr S Cummings Tel No: (021) 483 7938
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 38/230** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 90/2024 (VARIOUS POSTS AVAILABLE IN METRO SOUTH)**
- SALARY** : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)
Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)
Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms E Siljeur Tel No: (021) 763 6204
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 38/231 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 91/2024 (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS)**

SALARY : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)
Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)
Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

DUTIES : Provide assistance and support to social workers with the rendering of social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms S Mtlaka Tel No: (021) 872 7818
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 38/232 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 92/2024 (VARIOUS POSTS AVAILABLE IN EDEN KAROO)**

SALARY : Grade 1: R182 913 – R207 024 per annum, (OSD as prescribed)
Grade 2: R215 442 – R245 847 per annum, (OSD as prescribed)
Grade 3: R255 933 - R321 741 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

DUTIES : Provide assistance and support to social workers with the rendering of social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms E Janse van Vuren Tel No: (044) 382 0056
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>