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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: GAUTENG PROVINCIAL TREASURY:** Kindly note that the following 5 posts were advertised in Public Service Vacancy Circular 38 dated 18 October 2024, (1) Director: Risk & Compliance Audit Services (X3 Posts) with Ref No: Refs/021840 (X3 Posts). (2) Director: Governance Compliance, Monitoring & Evaluation with Ref No: Refs/021841. (3) Director: Municipal Fiscal Planning & Policy with Ref No: Refs/021842. The closing date for the positions has been extended to 11 November 2024 @00:00 midnight.

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CIVILIAN SECRETARIAT FOR POLICE SERVICE

- APPLICATIONS** : Nominations must be submitted in writing to the Civilian Secretariat for Police Service, 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. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Can also be emailed to **Nancy.sefiti@csp.gov.za**
- FOR ATTENTION** : Ms Tebogo Mabitsi
- CLOSING DATE** : 15 November 2024
- NOTE** : Notice calling for nominations of persons to serve as members of the National Forensic Oversight and Ethics Board. The Minister of Police hereby requests nominations of persons to serve as members of the National Forensic Oversight and Ethics Board. The National Forensic Oversight and Ethics Board is established in terms of the Criminal Law (Forensic Procedures) Amendment Act that was passed by Parliament in 2013. In terms of the Act, the Minister of Police is required to appoint the National Forensic Oversight and Ethics Board for a five-year term. The National Forensic Oversight and Ethics Board consists of not more than ten persons appointed by the Minister on a part-time basis for a period not exceeding five years of whom: five persons must be from outside the public sector with knowledge and experience in forensic science, human rights law or ethics relating to forensic science, and four persons must be from the public sector on the level of at least a Chief Director, namely: the Secretary for Police Service or his or her representative, a representative of the Department of Health who has knowledge in the field of DNA, a representative from the Department of Justice and Constitutional Development who has sound knowledge of constitutional law, and a representative from the Department of Correctional Services. The chairperson of the Board who must be a retired judge or a senior advocate with knowledge and experience in the field of human rights. General Directions to Applications: Persons wishing to serve as a member of the Board must satisfy the requirements in terms of the Act. The successful nominee will be appointed for a period of not exceeding five years on such terms and conditions as the Minister may determine.

OTHER POST

- POST 40/01** : **MEMBERS OF THE NATIONAL FORENSIC OVERSIGHT AND ETHICS BOARD (DNA BOARD) REF NO: CSP/13/2024**
- SALARY** : The remuneration or payment of expenses for members of the Board, who are not appointed in terms of the Public Service Act, 1994, is determined by the Minister of Police in consultation with the Minister of Finance.
- CENTRE** : Pretoria
- REQUIREMENTS** : Persons nominated, must be a citizen of the Republic of South Africa or have permanent resident status in the Republic, must be a fit and proper person to hold office as a member of the Board, have the necessary qualifications and expertise as required by the Bill / Act, not be an un-rehabilitated insolvent, not have been declared by a court to be mentally ill or unfit, or have been convicted of a criminal offence. The nominee will be requested to submit the motivation letter and signed confirmation that the candidate meets all the statutory requirements for appointment and the candidate's detailed curriculum vitae.
- DUTIES** : Functions Of the Board In terms of section 15Y of the Act, the Board must: Monitor the implementation of the Act relating to sample collection, forensic DNA analysis and the National Forensic DNA Database ("NFDD"). Make proposals to the minister, on the improvement of practices regarding the overall operations of the NFDD, regarding the ethical, legal and social implications of the use of forensic DNA, on the training and the development of criteria for the use of familial searches. Provide oversight over the processes relating to, the collection, retention, storage, destruction and disposal of DNA samples, and the retention and removal of forensic DNA profiles as provided for in this Act, familial searches, any breach in respect of the taking, transporting, analysis, storing, use and communication of DNA samples and forensic DNA profile, including security breaches, and security and quality management system. Handle complaints by, receiving and assessing complaints about alleged, violations relating to the abuse of DNA samples forensic DNA profiles, security breaches, and reporting to complainants in respect thereof, gathering such information which assist the Board in discharging its duties and carrying out its functions under this Chapter, means of dispute resolution mechanisms such as mediation and conciliation, referring complaints to relevant authorities whether applications, and reporting to the Minister the outcome of every complaint, consider all report submitted to it in terms of terms of this Chapter. Consider any other matter related to this Chapter.
- ENQUIRIES** : Ms T Mabitsi Tel No: (012) 493 1385

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 22 November 2024, (Applications in any format received after the closing date will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 40/02** : **DEPUTY DIRECTOR: OPERATIONAL SUPPORT REF NO: DFSC/01/40/01/**
- SALARY** : R849 702 per annum (Level 11)
- CENTRE** : Defence Force Service Commission (DFSC) Office, Kasteel Park, Erasmuskloof, Pretoria
- REQUIREMENTS** : Gr 12 (NQF L4) or equivalent with a recognized Bachelor's Degree/ National Diploma in Behavioral Sciences (NQF level 6). Post-graduate Degree/Diploma with Research Methodology will be an advantage. The successful candidate must be willing to travel locally and abroad, as directed by the commission. Applicants must have a minimum of three (3) years at middle management (Assistant Director or equivalent) level. The ability to apply sound research methodology. The applicant must be in possession of a Driver's license. Special Requirement (skills needed) Understanding of the legislative framework applicable to the DFSC. Strong analytical and problem-solving skills, Good communication skills (verbal and non-verbal), presentation and writing skills. Research and report writing skills, computer skills. Ability to network. Ability to differentiate between strategic and operational issues. Good interpersonal skills and Project management.
- DUTIES** : The successful candidate will be required to perform the following core functions: Facilitate research and the analysis on pay and service benefits for members of the SANDF. Facilitate research and analysis on policies regarding Conditions of Service. Identify and draft relevant measures and standards to ensure the implementation of recommendations regarding policies on conditions of service. Compile compulsory and required DFSC reports. Facilitate strategic alliances and relationships to support the execution of the mandate of the DFSC. Ensure efficient and effective management of resources within the operational support.
- ENQUIRIES** : Mr M.M.P Motsepe Tel No: (012) 367 9340/060 975 4594
- APPLICATIONS** : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or emailed to DFSC@dod.mil.za / dfscza@gmail.com
- NOTE** : All the short-listed candidates will undergo a pre-assessment and competency test.
- POST 40/03** : **ASSISTANT DIRECTOR (TOTAL REWARDS) REF NO: DFSC/01/40/02**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Defence Force Service Commission (DFSC) Office, Kasteel Park, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Gr 12 or (NQF L4) or equivalent with a recognized Bachelor's Degree/ National Diploma in Behavioral Sciences or a related degree/diploma (NQF level 6). A post graduate degree with

Research Methodology will be an advantage. Applicants must have a minimum of three (3) years' experience at salary level 7 or equivalent level in human resources, with particular reference to policy analysis and understanding of conditions of service. The ability to apply sound research methodology and project management principles in human resource policy analysis. Possession of a Driver's license is recommended. The successful candidate must be willing to travel locally and abroad with the commission, as directed by the commission. Special Requirements (skills needed): Research; Analytical; Communication (verbal & written); Report Writing; Planning and Organisation; Computer (MS Word and MS Excel); Project management. Ability to analyse policies and regulatory prescripts. Presentation and writing skills. Ability to conduct research. Report writing skills, computer skills. Ability to network. Ability to differentiate between strategic and operational issues. Good interpersonal skills and Project management.

DUTIES

: A successful candidate will be required to perform the following core functions: Conduct remuneration research, benchmarking and produce related reports to support the Commission's recommendations with regard to SANDF members. Conduct research and analysis on remuneration and reward strategies and practices in other Defence Forces as well as the public and private sectors. Conduct ongoing research into emerging trends, issues and best practices. Conduct periodic audits on service benefits and prepare reports. Analyse findings, draw conclusions and propose recommendations to the DFSC for approval. Develop an annual recommendation on what should inform annual salary adjustments for SANDF members. Develop recommendations to Minister of Defence and Military Veterans on service benefits of SANDF members. Develop recommendations on policies in respect of conditions of service for SANDF members. Draft and collate all submissions, documents and reports related to remuneration and reports. Identify key and relevant stakeholders in research, human resources, remuneration to enhance and cultivate relationships and source information. Ensure the effective running of the Remuneration Committee.

ENQUIRIES

: Mr M.M.P Motsepe Tel No: (012) 367 9340/060 975 4594

APPLICATIONS

: Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or emailed to DFSC@dod.mil.za / dfscza@gmail.com

NOTE

: All the short-listed candidates will undergo a pre-assessment and competency test.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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>. 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.

CLOSING DATE : 15 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 personnel suitability checks and security vetting in order to confirm employment. 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 posts

OTHER POST

POST 40/04 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: G02/2024**

Term: Permanent

Re-advert: Those who previously applied don't need to reapply.

SALARY : R849 702 - R1 000 908 per annum (Level 11)

CENTRE : Pretoria

REQUIREMENTS : Bachelor's degree/Advanced Diploma (NQF level 7) qualification in Financial Management or related in Finance. A minimum of 6-10 years' experience in Budget Planning, Financial Reporting, and in Public Service Financial Management, at least 3 of which at a supervisory/management level (Assistant Director). An extensive knowledge of PFMA and NT Regulations is an added advantage. 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. The term "clients" refers to both internal and external clients. 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 information systems. 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. Holding People accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: 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. 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. 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). Strategic Orientation: Strategic orientation is about taking a broad-scale, long-term view, and 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 awareness of social, 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 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.

DUTIES

: To ensure that the GTAC budgets are managed in line with relevant legislation, regulations, frameworks, and departmental policies and procedures. Management Accounting Compliance: Monitor legislative and regulatory prescripts relating to public finance management and accounting including the PFMA, GAAP, and GRAP, and make recommendations for amendment to GTAC financial policies and procedures where relevant. Monitor compliance to GTAC financial policies and procedures, and report and ensure that non-compliance issues are addressed. Monitor and address the performance and integrity of the financial management system (PASTEL). Manage the management accounting and reporting schedules, ensuring compliance with NT reporting requirements. Provide advice and guidance to budget managers on the use of forecasting methods and tools. Participate in the internal and external audit reviews. Budget Preparation Management: Coordinate the preparation of financial information required for the strategic and annual performance planning process. Analyse and quality assure the financial information requirements for the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Develop templates for the collection of budget information from budget managers. Analyse, interpret, and communicate the treasury guidelines for the estimates of national expenditure (ENE). Review and analyse the annual budgets and ensure alignment with the Operating plans. Budget Planning and Implementation Management: Coordinate the preparation and consultation for the MTEF budget process. Align budget statements with the annual performance plan, and strategic plan. Analyse and interpret the requirements for the annual cash flow projections and adjusted as prescribed by Treasury and recommend corrective action where required. Budget Adjustments Management: Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and making recommendations for adjustments. Supervise the recording of adjustments and provide feedback to the relevant components. Monitor that all shifts/virements are included in the adjusted budget. Budget Rollover Management. Ensure that prescripts for 'funds committed but not spent' and compliance requirements for budget rollover/retain surplus requests are disseminated to programme managers and in compliance with the NT guidelines. Ensure that all roll-over/ retain surplus requests are analysed, considered, and proposal recommendations developed and submitted to the CFO for a recommendation. Ensure that the approved rollovers are incorporated in the budget adjustments. Monitor expenditure trends, assess additional funding requirements from the adjustment estimates process, and develop proposals on the virement or shifting of funds. Budget Reporting Management: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Evaluate and monitor the costing model in place. Compile information for the interim and annual performance reports. Provide information for the preparation of the annual financial statements. Kaizer Malakoane at 066 250 7072, Email: Kaizer.malakoane@gtac.gov.za

ENQUIRIES

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DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email [to DOJ24-70-CA@justice.gov.za](mailto:DOJ24-70-CA@justice.gov.za)
- CLOSING DATE** : 18 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 40/05** : **ADMINISTRATOR (DEPUTY DIRECTOR): INTERGRATED ELECTRONIC REPOSITORY FOR DOMESTIC VIOLENCE PROTECTION ORDERS REF NO: 24/70/CA**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 NQF 6 qualification in Information Systems and Information Management; A minimum of 3 years' experience working with electronic repositories and document management systems and/or related IT field at management (Assistant Director) level; Knowledge of data security principles and experience in implementing security measures; Knowledge of compliance requirements related to data management and privacy Regulations; Ability to adapt to evolving technologies and learn new tools quickly; Knowledge and understanding of government/departmental prescripts and policies; Understanding of Business processes development and requirements gathering process. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the development of the Integrated Electronic Repository (IER) system for Domestic Violence Protection Orders; Maintain the IER for Domestic Violence Protection Orders; Facilitate the development of Directives for the IER for Domestic Violence Protection Orders and other related matters for approval; Manage and facilitate IER stakeholder engagement on Data Management of the Domestic Violence Protection Orders; Manage the Integrated Electronic Repository (IER) content; Manage human, finance and other resources.
- ENQUIRIES** : Mr S Kgafela Tel No: (012) 315 1042

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

CLOSING DATE : 15 November 2024 at 16h00. Applications received after the closing date will not be considered.

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of African males, Coloured males or females, Indian females and White males will receive preference (as per the DSBD EE Plan). Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

POST 40/06 : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION "REF NO: DD FA"**

SALARY : R849 702 per annum

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Accounting / Finance/ Financial Reporting/ Networks or related/ equivalent as recognised by SAQA. Possess a minimum of 3 years relevant experience in Financial Accounting/Reporting at supervisory/management (ASD) level. Display competencies in financial accounting and reporting, communication, problem solving and decision making, interpersonal skills, attention to detail, planning and organising, reconciliation, reporting writing and analytical skills. Possess a broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems and basic financial operating systems (Basic Accounting System (BAS), PERSAL and Vulindlela).

DUTIES : Manage the departmental revenue, expenditure management and accounting sub directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, develop and maintain policies and processes, monitor revenue collected and expenditure incurred and submit reports and plans as required, monitor compliance with financial prescripts and provide advice and guidance to role players on revenue and expenditure procedures. Undertake revenue, expenditure management and accounting work, ensure that cashier, banking, debt management, monitoring and reporting services are rendered, ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed, provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). Manage the sub-directorate personnel, maintenance of discipline, management of performance and development, undertake Human Resource and other related administrative functions, establish implement and maintain efficient and effective communication arrangements, develop and manage the operational plan of the sub-directorate and report on progress as required, develop, implement and maintain processes to ensure proper control of work, compile and submit all required administrative reports, serve on transverse task teams as required, , plan and allocate work, quality control of work delivered by employees. Written and verbal communication with colleagues and internal and external stakeholders.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/1440

APPLICATIONS : Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: DD FA".

<u>NOTE</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).
<u>POST 40/07</u>	:	<u>DEPUTY DIRECTOR: ASSETS, LOGISTICS AND RISK MANAGEMENT “REF NO: DD ALR”</u>
<u>SALARY</u>	:	R849 702 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) in Supply Chain Management/ Procurement/ Financial Management/ Logistics/ Networks or related/ equivalent as recognised by SAQA. Possess a minimum of 3 years' related experience in Financial/ Asset Management/ Logistics Management at a Supervisory/ Management level (ASD) and have a valid driver's licence. Display competencies in asset and logistics risk management, communication, analytical thinking, and problem solving, customer service, planning and organising, project management, contract management and attention to detail. Be proficient in formal writing, excel, reconciliations and have intermediate to advanced level computer literacy (MS Office Packages) and project management skills. Possess a broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems and basic financial operating systems (Basic Accounting System (BAS) and Vulindlela).
<u>DUTIES</u>	:	Develop and facilitate implementation of relevant (asset, logistics, disposal) strategies, policies, and systems. Perform strategic and annual physical asset management planning, establish the asset management capability of the department, monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers, monitor and review the allocation of assets to asset holders and disposal thereof, identify outdated, unserviceable, redundant and obsolete stock and the disposal of thereof, oversee and review the monitoring of assets in accordance with the relevant policy and procedures, monthly reconciliations of assets and ensure full compliance with the asset management prescripts including Modified Cash Standards requirements. Monitor and review logistical and disposal management such as, processing of requisition of goods and services, placement of orders for goods and services, safekeeping and distribution of goods, stock control, timely submission of inputs to Interim and Annual Financial Statements, ensure full compliance with the asset management prescripts including Modified Cash Standards requirements and identification of outdated unserviceable, redundant, and obsolete stock and disposal thereof. Inform guide and advice departmental employees on asset, logistics and disposal management matters to promote correct implementation and sound asset, logistics and disposal management practices. Manage and undertake all administrative functions required with regard to financial and HR management, maintenance of discipline, management of performance and development, undertake Human Resource and other related administrative functions, establish implement and maintain efficient and effective communication arrangements, develop and manage the operational plan of the sub-directorate and report on progress as required, develop, implement and maintain processes to ensure proper control of work, compile and submit all required administrative reports, serve on transverse task teams as required, procurement and asset management, plan and allocate work, quality control of work delivered by employees. Written and verbal communication with colleagues and internal and external stakeholders.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
<u>APPLICATIONS</u>	:	Candidates must submit applications to Recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., “REF NO: DD ALR”.
<u>NOTE</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).
<u>POST 40/08</u>	:	<u>DEPUTY DIRECTOR: ENTREPRENEURSHIP DEVELOPMENT “REF NO: DD ED”</u>
<u>SALARY</u>	:	R849 702 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree (NQF 7) in Economics/ Entrepreneurship Development/ Development Economics or equivalent/ related as recognised by SAQA. 3 years' supervisory/ managerial (ASD) experience within the Entrepreneurship environment. Have knowledge and experience in programme design, project management, monitoring, and evaluation of projects, developing reporting frameworks and be proficient in MS Office packages. Possess the following competencies: Communication (verbal and written), Programme and Project Management, Change Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation, Presentation skills, Stakeholder Management, Developing Service Delivery Models and Programme Design and Management.
<u>DUTIES</u>	:	Provide interventions for an entrepreneurship development and support service infrastructure inclusive of but not limited to: developing a proactive and systematic approach in supporting entrepreneurship and defining clear performance indicators to monitor impact of entrepreneurship interventions, setting up effective coordination mechanism to plan, design and implement the entrepreneurship strategy and providing access to appropriate business development models and pilot high impact programmes / projects to create an enabling

environment that stimulate innovative entrepreneurs. Review and analyse international best practice to contribute towards supporting startups through creating nurturing conducive environment to strengthen the South African entrepreneurship ecosystem to keep abreast with trends within the local and international development support environment when planning and designing programmes. Forge strategic partnerships to facilitate effective entrepreneurship programmes focusing on developing entrepreneurial capabilities. Develop networks and partnerships with national, regional, local level and programme development partners (both public and private). Manage the operations and resources of the sub directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops / information sessions etc.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

APPLICATIONS : Candidates must submit applications to recruitment6@dsbd.gov.za and must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: DD ED".

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

POST 40/09 : **ASSISTANT DIRECTOR: SUPPLIER DIVERSITY SUPPORT "REF NO: ASD SDS"**

SALARY : R444 036 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree (NQF 7) in Economics/ Entrepreneurship/ Development Studies/ Business Management or equivalent/ related as recognised by SAQA. 3 years' technical experience within the value chain analysis and market access environment. Knowledge of Enterprise and Supplier Development and public procurement environment will be an added advantage. Have a valid driver's licence. Have proven competencies: Communication (verbal and written), Programme and Project Management, Financial Management, Attention to detail, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation and Value Chain Analysis.

DUTIES : Identify private and public procurement opportunities for products produced by small enterprises and lobby for small enterprises to access these opportunities, assist in developing, implementing, and monitoring the Department's Supplier Diversity Strategy, conduct research and analyse trends, best practices, and innovative approaches to supplier diversity in private and public procurement and provide administrative and technical support to the Enterprise and Supplier Development Community of Practice. Draft monthly, quarterly and annual targets report and respond to audit queries. Maintain and update the matrix of small enterprises and products assisted through private and public procurement initiatives. Organise stakeholder engagements and awareness workshops around the prioritisation of small enterprises in private and public sector procurement, facilitate stakeholder engagements with the private and public sector entities and gather knowledge for input into the analysis of ESD and procurement spending and facilitate and support training and capacity-building initiatives for small enterprises in private and public procurement. Communicate with internal and external stakeholders through general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions and give detailed/comprehensive/ in-depth advice on procedural and technical related matters in respect of supplier diversity support. Manage and mentor support staff.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ASD SDS".

POST 40/10 : **ASSISTANT DIRECTOR: CLUSTER PROGRAMME SUPPORT "REF NO:ASD CPS"**

SALARY : R444 036 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor's degree (NQF 7) in Economics/ Entrepreneurship/ Development Studies/ Business Management or equivalent/ related as recognised by SAQA. Minimum of 3 years' experience within the Cluster Development, Value Chain analysis and Market Access environment. Knowledge of Programme Management will be an added advantage. Have proven competencies: Communication (verbal and written), Programme and Project Management, Financial Management, Client orientation and customer focus, Problem Solving and Analysis, Service Delivery Innovation and Value Chain Analysis.

DUTIES : Conduct research inclusive but not limited to: Desktop research and benchmarking of value chain models with other countries, Analyse and research various industries of the economy where small enterprises can play an important role in industry development and localisation. Assist in reviewing the Cluster Programme with the aim of strengthening market access, financial and non-financial support for SMMEs belonging to a cluster and assist in the

implementation of the Cluster Support Programme. Coordinate and formulate the implementation plans for MOUs signed by the department in relation to the establishment of clusters. Identify new industries or products to develop as a cluster, analyse value chains and product markets for SMMEs. Facilitate financial and non-financial support for identified SMMEs to increase market competitiveness. Facilitate financial and non-financial support for identified SMMEs to increase market competitiveness. Communicate with stakeholders (Internal and External) Written: Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submission and Oral: Give detailed/comprehensive/ in depth advice on procedural and technical related matters in respect of cluster programme support, Organise stakeholder engagement to create awareness on the importance of establishing clusters through provincial roadshows and other methods and Participate in negotiations where SMMEs are introduced to retailers, wholesalers and other big companies to access market opportunities. Manage and mentor support staff.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

APPLICATIONS

: Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: ASD CPS".

NOTE

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

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.

- 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 DTARRecruit2014.23@cogta.gov.za
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 15 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 by 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 40/11** : **DIRECTOR: PARTNERSHIPS REF NO: 2024/23**
- SALARY** : R1 216 824 per annum, (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 Public Administration/Management or any relevant qualification in the public administration fields plus 5 years' experience at MMS/SMS level. A relevant qualification at NQF level 8 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).
- DUTIES** : 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
- ENQUIRIES** : Mr L Morule Tel No: (012) 336 5816

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 15 November 2024

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

MANAGEMENT ECHELON

POST 40/12 : **DIRECTOR: WATER AND SANITATION SERVICES SUPPORT REF NO: 151124/01**
Branch: Provincial Operations Free State (Water and Sanitation Services Management)

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

CENTRE : Bloemfontein

REQUIREMENTS : An NQF level 7 qualification in Natural Science / Engineering or equivalent. Five (5) years' experience at middle / senior management level. Experience in Water Services Management environment. A valid unexpired driver's license. Knowledge in inter-governmental relations and water sector engagement. Knowledge and understanding in high level stakeholder engagements. Knowledge in the implementation of capacity building through skills development in the water sector. Understanding of public finance management act, public service act and public service regulations act. Knowledge of strategic planning resource allocation and human resource management. General management presentation, negotiation, communication, analytical and interpersonal skills. Knowledge of relevant Water Acts. Project, programme management and monitoring skills.

DUTIES : Develop and share a vision and mission for the component. Promote team building within and beyond the component. Ensure adequate support to subordinates. Participate as a key player in the Water and Sanitation strategic plan. Ensure implementation of transformational programmes. Management of partnerships within the water sector. Oversee and ensure promotion of all inter-governmental relations. Advise top management, relevant components and sector bodies on water services policies and strategies. Project dashboard management on all projects. Monitor implementation of the free basic services intervention. Provide planning and support for the water sector through technical engineering support with RBIG, WSIG, IDP, WSDP and MIG. Investigate water and sanitation challenges in the province. Develop provincial and district water and sanitation master plans. Facilitate the review of sanitation implementation guidelines, procedure manuals and handbooks. Effective communication with relevant stakeholders in the sector about the support rendered by the component to stakeholders. Ensure development of water sector capacity including support to municipalities in the developing capacity for operations and maintenance of water services infrastructure. Promote water use efficiency within the water services sector. Provide water supply and sanitation services information and give support to entities responsible for water services management. Ensure empowerment of stakeholders through the establishment of water and sanitation

community forums. Ensure effective implementation of policies and strategies for the component functions. Ensure support to water services local planning. Ensure monitoring and evaluation of water services delivery projects programmes. Ensure guidance to the water sector regarding technical and engineering aspects of the operations and maintenance of water services infrastructure projects. Ensure provision of support in the quality assurance of water services infrastructure development plans. Ensure coordination and implementation of disaster management. Provide support in the implementation of sanitation programmes and advocacy of sanitation policies and programmes. Provide support in the development and reviewing of sanitation implementation guidelines, procedure manuals and handbooks. Create a culture of innovation efficient and effective performance. Conduct strategic planning for the component. Develop an expenditure forecast monthly for the component. Ensure the development and implementation of a financial strategy and budget responsibility for the component. Manage human resources and development of subordinates within the component.

**ENQUIRIES
APPLICATIONS**

: Dr T Ntuli Tel No: (051) 405 9128
 : Free State(Bloemfontein): For purposes of response handling, please email your application quoting the relevant reference number on the subject line to: Recruit40HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION

: Recruitment and Selection Unit

POST 40/13

: **ENGINEER PRODUCTION GRADE A – C REF NO: 151124/02 (X2 POSTS)**
 Branch: Infrastructure Management Head Office
 Sd: Open Channel Systems

SALARY

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

**CENTRE
REQUIREMENTS**

: Pretoria Head Office
 : A Civil Engineering Degree (B Eng / BSc Eng). Three (3) years post qualification Engineering experience relevant to Water Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Site visits and traveling for work forms part of the job post description. Competency and experience on the implementation of civil engineering projects and design of hydraulic structures and water conveyance systems is essential. Competencies and knowledge in Engineering design and analysis. Knowledge and understanding of legal compliance. Understanding of computer aided engineering applications. Project management. Strategic capabilities and leadership. Financial management skills. Excellent communication skills (verbal and written).

DUTIES

: Plan and design Civil Engineering projects. Develop tender specifications. Perform review and approvals or audits on engineering designs according to design principles, theories and standards. Supervise engineering work and processes. Optimising appropriate design and cost-effectiveness of Open Channel projects including risk management. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Manage resources; prepare and consolidate inputs for the facilitation of resource utilisation. Manage consulting engineers and or contractors, contract administration and resolution of claims. Mentoring and training candidate engineers and technicians. Managing administrative, financial and personnel related functions. SD: Open Channel Systems (OCS) is a technical Engineering design component that mainly focuses on the design- and rehabilitation of large-scaled bulk water conveyance infrastructure such as canals, inverted syphons, dam spillways, erosion protection, reject structures, energy dissipating structures and others. All infrastructure related to National Water Infrastructure may be included as part of SD: Open Channel Systems function with a focus on the design of bulk water conveyance systems. Designing of such systems introduces additional Engineering challenges which includes but is not limited to; the design service roads, sub-soil drains as well as the design of hydraulic structures, pump houses, chutes, retaining walls, embankments, bridges, super-passages, berms and boundary fences etc.. Engineering analysis such as; hydrology, flood line studies, structural analysis and slope stability analysis are all undertaken at SD: OCS. As stated above, a strong background in Water Engineering is essential while experience in Geotechnical Engineering, Structural Engineering & Project Management will be considered added benefits. Experience in the following computer aided design software packages will also be an added advantage; Hec-Ras, AutoCAD & AutoCAD Civil 3D, ArcGIS, Prokon and Slide etc. Production Engineers working at SD: OCS must be able to write high-quality technical reports so medium- to high report writing skills are essential. Consequently, competence in Microsoft Word as well as Microsoft Excel is of the upmost importance. Project Management as well as Contractual Management of construction projects, as the Engineer or Engineers' Representative, also forms part of the job description. Production Engineers are also tasked to review the work of their peers as well as manage and mentor juniors working with them on projects. SD: OCS works closely with SD: Dam Design to design, construct and test physical hydraulic models of dam spillways based on the theory of "Froude Similarity". Production Engineers must be able to see a project through from start to finish (ECSA, 6 stages of a project). Our Engineers mostly work from the office but do travel to construction sites as and when required. Production Engineers are tasked to manage and train Candidate Engineers as well as other technical staff to produce deliverables such as; site visit reports, contractual letters and memorandums, minutes, programmes, costing reports, design

reports, bill of quantities, specifications and produce drawings etc. SD: OCS seeks highly motivated, driven Engineers who can drive production by themselves and work as part of a team.

ENQUIRIES APPLICATIONS : Mr. HH Luttig Tel No: (012) 336 8095
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit40HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 40/14 : **ENGINEER PRODUCTION GRADE A - C REF NO: 151124/03 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
Dir: Strategic Infrastructure Asset Management: Dam Safety Surveillance

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

CENTRE : Pretoria Head Office

REQUIREMENTS : A Civil Engineering Degree (B Eng / BSc Eng). Three (3) years post qualification Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Knowledge of engineering design and analysis. Knowledge of research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture and professional judgement. Decision making, team leadership and analytical skills. Creativity, self-management, financial, conflict and people management. Customer focus and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Problem solving and analysis. Change management and innovation. Ability to work with structural analysis software such as MSc Marc or similar, Slide 2.0, Prokon and AutoCAD Civil 3d will be an added advantage.

DUTIES : Conduct safety evaluations, monitoring and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC Suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of projects.

ENQUIRIES APPLICATIONS : Ms. N Mwandla Tel No: (012) 336 7435
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit40HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 40/15 : **ENGINEER PRODUCTION GRADE A - C REF NO: 151124/04**
Branch: Infrastructure Management: Head Office
Dir: Strategic Infrastructure Asset Management: Electrical Asset Management

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

CENTRE : Pretoria Head Office

REQUIREMENTS : An Electrical Engineering Degree (B Eng / BSc / Eng). Three (3) years post qualification engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Ability to work with electrical design tools such as Relux/Dialux, Autocad Electrical and ETAP/DigSilent Power factory will be an added advantage. Understanding of programme and project management. Knowledge of engineering design and analysis. Knowledge of research and development. Knowledge of maintenance management and strategies. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture and professional judgement. Decision making, team leadership and analytical skills. Creativity, self-management, financial, conflict and people management. Customer focus and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Problem solving and analysis. Change management and innovation.

DUTIES : Design new systems to solve practical engineering challenges. Improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Develop technical specifications. Ensure thorough evaluation that planning and design by others is done according to sound engineering principles. Render technical advice and support to operations and maintenance. Approval/Acceptance of all technical designs for project implementation under the department. Ensure training and development of technicians, technologists, and candidate engineers. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC

2025, FIDIC and NEC Suites of contracts. Manage resources, prepare, and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.

- ENQUIRIES APPLICATIONS** : Mr. K Mahlane Tel No: (012) 336 6921
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit40HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 40/16** : **ENGINEER PRODUCTION GRADE A - C REF NO: 151124/05 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
Dir: MEE
- SALARY** : R833 499 - R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An Electrical Engineering Degree (B Eng / BSc / Eng). Three (3) years post qualification engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Knowledge of engineering design and analysis. Knowledge of research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture and professional judgement. Decision making, team leadership and analytical skills. Creativity, self-management, financial, conflict and people management. Customer focus and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Problem solving and analysis. Change management and innovation.
- DUTIES** : Design new systems to solve practical engineering challenges. Improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists, and candidate engineers. Manage resources, prepare, and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.
- ENQUIRIES APPLICATIONS** : Mr E Motupa Tel No: (012) 336 8426
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit40HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 40/17** : **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A - C REF NO: 151124/06 (X4 POSTS)**
Branch: Infrastructure Management: Head Office
Dir: MEE
- SALARY** : R429 930 - R644 553 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Bachelor of Technology (B Tech) in Electrical Engineering. Three (3) years post qualification Engineering Technologist experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Understanding technical design and analysis. Knowledge of research and development. Knowledge of computer-aided engineering applications. Technical report writing, networking and professional judgement. Problem solving and analysis. Decision making, team leadership, creativity, and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written).
- DUTIES** : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Inspect, diagnose, test, design and produce specifications for the PLC and SCADA system in accordance with the Departmental standards. Inspect, diagnose, test, design and produce the specifications for Distribution Transformers, Induction Motors, Soft Starters, Variable Speed Drives, Motor Control Panels, Power Cables, Overhead Lines, Medium and Low Voltage Switchgears and Any other Electrical related equipment. Conduct fault finding repairs on electrical breakdowns: Diagnose fault through the application of visual and other related electrical inspection and investigation procedures. Ensure training and development of technicians and candidate technologists.
- ENQUIRIES APPLICATIONS** : Mr. E Motupa Tel No: (012) 336 8426
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit40HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit

<u>POST 40/18</u>	:	<u>ENGINEERING TECHNOLOGIST PRODUCTION GRADE A - C REF NO: 151124/07</u> Branch: Infrastructure Management: Head Office Dir: Strategic Infrastructure Asset Management: Electrical Asset Management
<u>SALARY</u>	:	R429 930 - R644 553 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Bachelor of Technology (B Tech) in Electrical Engineering. Three (3) years post qualification Electrical Engineering Technologist experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technologist. The disclosure of a valid unexpired drivers license. Knowledge of programme and project management. Understanding technical design and analysis. Knowledge of research and development. Knowledge of computer-added engineering applications. Knowledge of maintenance management and strategies. Technical report writing, networking and professional judgement. Problem solving and analysis. Decision making, team leadership, creativity and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written). Ability to work with electrical design tools such as Relux/Dialux, Autocad Electrical and ETAP/DigSilent Power factory will be an added advantage.
<u>DUTIES</u>	:	Render technical advice and support to operations and maintenance. Approval/Acceptance of all technical designs for project implementation under the department. Monitor refurbishment projects of bulk water infrastructures. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of sound engineering. Develop technical specifications. Provide verbal and written reports to supervisors. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Manage resources, prepare, and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.
<u>ENQUIRIES</u>	:	Mr. K Mahlane Tel No: (012) 336 6921
<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit40HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Recruitment and Selection Unit
<u>POST 40/19</u>	:	<u>ENGINEERING TECHNOLOGIST PRODUCTION GRADE A - C REF NO: 151124/08</u> Branch: Infrastructure Management: Head Office Dir: Technical Engineering Support Services Sd: Quantity Surveying and Contract Management
<u>SALARY</u>	:	R429 930 - R644 553 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Bachelor of Technology (B Tech) in Engineering or relevant qualification. Three (3) years post qualification Engineering Technologist experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's licence. Knowledge of construction contracts. Understanding of programme and project management. Technical design and analysis knowledge. Knowledge in research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing and networking. Professional judgement. Problem solving and analysis. Decision making, team leadership, creativity, and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written). Planning and organizing and people management. Willing to travel long distances and work away from home if and when needed.
<u>DUTIES</u>	:	Provide technological advisory services and procurement administration for appointment of PSPs. Manage technical contract administration services in conjunction with technologists and engineers. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, contract administration guidelines and procedures and incorporate new knowledge and technology in contract administration. Ensure quality assurance of technical designs and tender documents with specifications and make recommendations for approval by the relevant authority. Ensure the development and implementation of a contracts database. Assist with coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline).
<u>ENQUIRIES</u>	:	Mr. V Monene Tel No: (012) 336 7842
<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit40HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Recruitment and Selection Unit

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, application may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a Single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Amukelani Misunwa Tel No: (012) 359 0240/ Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 15 November 2024 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof must be attached to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

OTHER POSTS

- POST 40/20** : **DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: DWYPD/004/2021**
- SALARY** : R849 702 per annum (Level 11), full inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate, appropriate National Diploma in Computer Science/Information Systems/Information Technology or relevant NQF6 qualification. Minimum of six years' experience in IT Infrastructure, Network, Information Security, Backup and Storage Management, of which three years should be at supervisory level. Extensive knowledge of Microsoft Environment specifically M365 and Exchange Online is essential. Knowledge of hybrid cloud computing, Multi Datacentre Management, LAN/WAN configuration and support. Switches and Storage Configuration and Management. Management of policy and standard operating procedures specifically in IT Infrastructure, Network, Backup Management and Security Governance. ITIL and COBIT certification. Knowledge of IT Governance and

<u>DUTIES</u>	: Frameworks. Problem solving and analysis. Ability to administer Microsoft Exchange, Active Directory and related Microsoft Systems and Services. Ability to maintain and troubleshoot network hardware, software and peripherals. Develop plans to improve ICT Security measures within the Department. Customer relationship management. Working knowledge of the regulatory environment of information Technology and security. A valid driver's license. : Provide, manage and coordinate IT Infrastructure Environment; manage provision of data centre and facilities, implement and manage operational plans including service delivery management and performance measurement, manage day to day information technology operations, provide and manage the data centre facilities including network, security and business continuity, manage multi datacentres including Cloud hosting and continuous modernisation of ICT infrastructure. Ensure availability of server infrastructure, network and security systems; monitor and ensure IT infrastructure and network availability, stability and security. Manage changes in the IT infrastructure environment, Implement and manage the provision of support and maintenance of computer systems including applications, databases, servers, storage, desktops, networks, security, audio-visual and telecommunications, ensure availability, accessibility and maintenance of IT infrastructure systems including networks, security and business continuity. Manage and ensure the provision of ICT support services; Implement and manage IT service management, manage IT user support, provision and management of IT business continuity services including backup and restore management and disaster recovery. Manage and administer the Microsoft network environment and all related systems and Services. Ensure maintenance and support of existing technologies, review needs and demand of new technologies including modernisation of ICT server infrastructure. Manage service providers to ensure contract compliance and deliverables and performance within specified time frame. Implement and monitor departmental information to ensure data integrity; ensure the implementation of the ICT security Infrastructure and system, develop and implement Information technology security strategic plan, manage monitor the implementation of IT policies, standards and procedures, design and implement departmental information security strategic plan, manage and coordinate the development of the file plan for the Department, oversee and ensure that the management of archives is in line with the standards of National Archives Services, manage records and storage components to determine the retention period of records. Oversee and control the maintenance and application of the filling system.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Malebo Kube at (081) 030 3046 : Recruitment01@dwypd.gov.za
<u>POST 40/21</u>	: <u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DWYPD/005/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R849 702 per annum (Level 11), fully inclusive remuneration package : Pretoria : Applicants must be in possession of a Grade 12 certificate, relevant tertiary qualification in Internal Audit/Accounting/Financial Auditing at NQF level 7. Registration as Certified Internal Auditor or Certification in Control Self-Assessment (CCSA), Certified Government Audit Professional (GAP). 6 years proven experience in an internal audit field of which 3 were at supervisory (Assistant Director) level. Membership of the Institute of Internal Auditors. Knowledge of global Internal Audit Standards; Internal Audit Methodology; Batho Pele Principles; Public Finance Management Act (PFMA) and Treasury Regulations; Public Service Regulations; Public Service Act; National Treasury Internal Audit Frameworks; Public Sector Risk Management Framework; Framework for Managing Performance information; Standards for Professional Practice of Internal Auditors; International Financial Reporting Standards; International Accounting Practice (GRAP). Skills: Communication (verbal and written); conflict management; project management; leadership; coordination.; risk assessment; negotiation; presentation; problem solving; planning and organising; report writing; analytical.
<u>DUTIES</u>	: Manage internal audit projects: ensure the maintenance of efficient and effective controls and achieving the objectives of the department by evaluating the Department's controls/objectives, to determine their effectiveness and efficiency through internal audits; communicate the results of internal audit engagements; review, collect information and compile internal audit reports to the Accounting Officer and Audit and Risk Committee, compile progress reports against audit plan, quarterly reports and annual reports; monitor the policy and legislative framework to ensure alignment with new developments; develop and maintain internal audit methodologies policies and procedures; provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures; implement, monitor and report on the Quality Assurance Improvement Program. Develop strategic internal audit plans: identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy; participate in the development of the three year strategic risk based internal audit plan; develop the annual internal audit operational plan; participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment. study professional journals and publications to ensure that cognisance is taken of new developments; monitor and study relevant industry, legislative, standards changes and policy frameworks continuously; engage in relevant continuous professional development activities (tools and techniques) as required/prescribed. Provide secretariat support to Committees for which Internal Audit is responsible: facilitate the

ENQUIRIES
APPLICATIONS

development of guiding frameworks for the Audit and Risk Committee; facilitate the annual schedule of committee meetings and the development of the agenda items; compile minutes of the meetings; assist with/ make inputs on the development of committee reports.

: Mr VS Shongwe at (060) 978 1749
: Recruitment02@dwypd.gov.za

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given a preference.

- APPLICANTS** : Submit applications using one of the following options (1) Post to: the Recruitment Centre, Community Safety P/Bag X0057, Bisho, 5605 or (2) Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605 or (3) eRecruitment system which is available on www.ecprov.gov.za (under careers), or <https://erecruitment.ecotp.gov.za/> (to view vacancies without logging-in; click: Jobs). The system is available 24/7 and closes at 23:59 on the closing date. To report any e-Recruitment related enquiry, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@safetvec.gov.za. This support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit via this email address or in any way unspecified here, your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.
- FOR ATTENTION** : Ms B. Mndindwa or Ms L. Mazwi
- CLOSING DATE** : 15 November 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry Requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

- POST 40/22** : **CHIEF DIRECTOR: CIVILIAN OVERSIGHT REF NO: DOCS: 01/10/2024**
- SALARY** : R1 436 002 -R1 716 933 per annum (Level 14)
- CENTRE** : Bisho
- REQUIREMENTS** : Bachelor's Degree in Social Sciences or Developmental Studies, Public Administration or Law (NQF 7) and (NQF 8) will be advantageous. 5 years' Senior Managerial level experience. Extensive knowledge and experience stakeholder relations, understanding of government policies, understanding of research and development methodologies, understanding of monitoring and evaluation methods. Good understanding of the government systems and structure. Understanding of the PFMA and Public Service Regulatory Framework. Sound strategic capability, leadership and management skills. Ability to manage transformation,

change and diversity. Understanding of applied strategic planning and facilitation, financial management. Problem solving and analytical skills. Knowledge of policy and programme formulation, good communication, presentation, strong interpersonal, project management skills. Valid driver's license. Nyukela certificate.

- DUTIES** : Provide strategic leadership to the department and strategic advice to the Police Service in respect of oversight monitoring and evaluation that are constitutionally and policy compliant. Lead and guide the Police Service on Oversight monitoring and Evaluation matters. Perform such functions may consider necessary to ensure civilian oversight of the South Africa Police Service. Ensure the implementation of government wide crime and violence prevention programmes and strategies. Initiate, coordinate, integrate and sustain partnerships to support crime prevention through different partnership models. Establish stakeholder relationships and develop a stakeholder engagement plan. Manage the facilitation of Community Outreach program engagements. Manage the facilitating of implementing Community Outreach programs developed policies and strategies. Manage the oversight monitoring and evaluation of police performance, compliance and conduct. Ensure development and management of strategies to monitor and evaluate performance, compliance and conduct of Police services. Provide direction and guidance on the monitoring and evaluation of legislation and policies to improve service delivery in SAPS. Provide strategy on the analysis of the performance, conduct and compliance of police in relation to the SAPS strategic plan, budget utilization and the Ministers priorities. Provide guidance on monitoring SAPS compliance, conduct and performance with legislation, policing policies and Ministerial directives. Manage the evaluation of the effectiveness and efficiency of the South African Police Service. Ensure development of strategies, processes and procedures for evaluating SAPS programs. Manage the development, monitoring and evaluation of implementing the strategic plan. Manage the coordination and monitoring of the special projects. Develop and manage relationship with internal and external relevant stakeholders. Manage monitoring and evaluation of police transformation and infrastructure. Ensure development and coordination of monitoring, evaluation and reporting systems. Ensure Police Service effectiveness and efficiency through transformation and infrastructure. Management of physical, human and financial resources.
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 40/23 : **DIRECTOR: STRATEGIC MANAGEMENT & MONITORING REF NO: DOCS: 02/10/2024**

- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : Bachelor's degree in business science or management science or strategic studies (NQF 7 as recognized by South African Qualifications Authority). 5 years middle managerial level experience. Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity and Communication. Knowledge of Government legislation, Extensive knowledge and experience in strategy formulation, strategic planning or management service capacity environment, sound understanding of government planning framework and understanding of Treasury and PFMA Regulations. Strategic and analytical skills, report writing and presentation skills, Project Management skills, ability to interpret and apply policy and ability to work with diverse people. Driver's license. Nyukela certificate.

- DUTIES** : Provide Strategic and technical support to the departmental strategic planning process by developing detailed Annual Plans to execute strategic initiatives, advise departmental strategic role players knowledgeable regarding planning and reporting processes aligned to the MTEF cycle, define performance measures to evaluate the success of strategies. Provide technical support to provincial Secretariats with regard to strategic alignment, coordination and review of strategic priorities, Monitor implementation of directorate Budget, Programme structures and Provide support to provincial strategic planning work session. Develop performance indicators and assist with technical indicators descriptions/Budget and Programme Structure. Manage the facilitation of Departmental planning process. Manage the process of compiling the Annual Report. Manage and facilitate Departmental Service Delivery Improvement Plan. Develop and facilitate the Departmental Monitoring and Evaluation systems and performance auditing. Management of resources (provision of physical, human resources and financial resources).
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

OTHER POSTS

- POST 40/24** : **DEPUTY DIRECTOR: ADMIN SUPPORT AND CO-ORDINATION: MEC'S OFFICE REF NO: DOCS 03/10/2024**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7). 3 years' experience at entry level management (ASD/ Middle

management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Broad knowledge and understanding of the functional areas covered by the MEC's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel. A valid driver's license.

DUTIES : Coordinate the planning process for the MEC Office. Analyse reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Develop and implement records management policies, file plans, strategies, and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the MEC in line with relevant legislation and policies. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the head office. Obtain inputs, collates and compiles reports, e.g.: progress and management reports. Scrutinizes routine submissions/ reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting: Consolidate the budget of the Head of office for submission to the Budget Office. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

POST 40/25 : **DATA CAPTURER: EPWP REF NO: DOCS 04/10/2024**

SALARY : R183 279 -R215 892 per annum (Level 04)

CENTRE : Bhisho

REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.

DUTIES : Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

INTERNSHIP PROGRAMME 2024/25-2025/26 (24 MONTHS)

The Department of Community Safety is offering an internship programme for over 2024/25-2025/26 financial year. The programme will be for non-renewable period of 24 months. Applications are invited from Unemployed graduates, whom are between the age of 18-35, in possession of the Degree or National Diploma as per requirements. Applicants who underwent or currently on an internship programme will not be considered.

OTHER POSTS

POST 40/26 : **GRADUATE INTERN: HR RECRUITMENT AND SELECTION REF NO: DOCS 05/10/2024**

STIPEND : R7 450.75 per month

CENTRE : Bhisho

REQUIREMENTS : National Diploma/Degree in Labour Relations/ Employees Relations/Labour Law. Must be between ages 18–35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 40/27 : **GRADUATE INTERN: HUMAN RESOURCE DEVELOPMENT REF NO: DOCS/06/10/2024**

STIPEND : R7 450.75 per month

CENTRE : Bhisho

REQUIREMENTS : National Diploma/Degree in Human Resource Development / Human Resource Management/Industrial Psychology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/28</u>	:	<u>GRADUATE INTERN: LABOUR RELATIONS REF NO: DOCS/07/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Labour Relations/ Employees Relations/Labour Law. Must be between ages 18–35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/29</u>	:	<u>GRADUATE INTERN: HUMAN RESOURCE CONDITIONS REF NO: DOCS/08/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Human Resource Development / Human Resource Management/Industrial Psychology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/30</u>	:	<u>GRADUATE INTERN: POLICY DEVELOPMENT & RESEARCH REF NO: DOCS/09/10/2024 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Bachelor's degree in social sciences, Humanities with a module on research methodology and policy development. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/31</u>	:	<u>GRADUATE INTERN: FINANCIAL MANAGEMENT REF NO: DOCS/10/10/2024 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Financial Accounting/ Accounting/ Financial Management/ Cost and Management Accounting and Auditing. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/32</u>	:	<u>GRADUATE INTERN: TRANSPORT MANAGEMENT REF NO: DOCS/11/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Transport Management/ Transport Economics/ Transport Logistics Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at Tel No: (079 284 6709) For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/33</u>	:	<u>GRADUATE INTERN: MARKETING & COMMUNICATION REF NO: DOCS/12/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Marketing/Journalism/Graphic Design/Media and Communications. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at Tel No: (079 284 6709) For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 40/34</u>	:	<u>GRADUATE INTERN: ICT REF NO: DOCS/13/10/2024</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Bhisho

- REQUIREMENTS** : National Diploma/Degree in Information Technology/ Computer Science. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

PROVINCIAL TREASURY

- APPLICATIONS** : Applicants must strictly apply using only the provincial eRecruitment system eRecruitment system which is available on www.ecprov.gov.za (under careers), or <https://erecruitment.ecotp.gov.za/> (to view vacancies without logging-in; click: Jobs). The system is available 24/7 and closes at 23:59 on the closing date. To report any e-Recruitment related enquiry, send an email with your ID Number, your profile email address, details of the issue to: erecruitmentenquiries@ectreasury.gov.za. This support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit via this email address or in any way unspecified here, your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

FOR ATTENTION : Ms T. Nkonyile

CLOSING DATE : 15 November 2024

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

MANAGEMENT ECHELON

- POST 40/35** : **DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT 01/10/2024**
Purpose: To monitor the implementation of the budgeting frameworks, compliance with financial assets and liabilities management, and coordinate and report on MFMA implementation

SALARY : R1 216 824 - R1 443 355 per annum (Level 13), (all-inclusive)

CENTRE : Alfred Nzo District

- REQUIREMENTS** : A Degree (NQF level 7as recognised by SAQA) in Financial Management / Local Government Finance with Accounting as a major, coupled with 7 years' experience in Financial Management environment at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Previous experience in monitoring or working in municipal environment and drivers' licence is essential. Skills And Competencies: Understanding local government

DUTIES

budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Computer skills.

: Provide Guidance on Budget Planning, Monitor, Evaluate and Report on Budget Implementation; Train municipal staff on the implementation of the Municipal Budget and Reporting Regulations. Review assessments of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Compile a district consolidated tabled budget assessment report. Facilitate the incorporation of recommendations on assessed tabled budgets into the budgets prior to adoption. Act on findings of non-compliance by municipalities in terms of the tabled and adopted budgets. Undertake all required PT reporting to NT on tabled and adopted budgets by municipalities. Undertake municipal benchmarking exercise on all tabled and adopted budgets. Review the completeness and accuracy of financial information provided in section 71 reports and provide feedback to municipalities. Compile monthly and quarterly consolidated district reports on section 71 of MFMA (In-Year Monitoring), provide feedback to municipalities, and address corrective measures. Each quarter develop consolidated action plan on municipal financial problems requiring attention & support municipalities to resolve issues. Compile analysis reports on mid-year budget and performance assessment (section 72) for each municipality, conduct mid-term engagements and address corrective measures. Assist municipalities in the review and monitoring of the implementation of Municipal Financial Turnaround Strategies and Financial Recovery Plans. Co-ordinate the assessments and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Coordinate district inputs on proposed and existing Circulars, Regulations and Legislation on budgeting and fiscal management and give feedback to the Provincial Treasury. Monitor MFMA Governance and Compliance to Improve Municipal Financial Management Systems and Processes; Coordinate the compilation of MFMA implementation reports and submit to the Provincial Treasury. Facilitate the understanding of accounting standards to ensure the implementation of the Financial Reporting Framework (GRAP Standards) on the preparation of the financial statements. Monitor and provide guidance on Supply Chain Management and Asset Management and provide support on the implementation of the MSCOA and Local Government Framework for Infrastructure Delivery and Procurement Management (LGFIDPM) Reforms. Monitor, evaluate and report on Risk Management and Internal Audit compliance and corrective measures provided on a quarterly basis. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Consolidate assessment reports on governance and compliance structures to facilitate the implementation of recommendations. Co-ordinate regular reviews of Municipal Budget and Treasury Office Structures, monitor and report on vacancies in financial management activities. Coordinate institutional development and capacity building programs in municipalities in conjunction with COGTA EC based on identified gaps in financial management performance. Provide guidance to municipalities on designing and drafting of financial policies. Provide guidance on the monitoring of the implementation of approved financial recovery plans for municipalities where necessary. Monitor and provide guidance to municipalities on system of delegations as it relates to the MFMA. Monitor Compliance with Financial Assets and Liabilities and Revenue Management; Monitor, evaluate and report on financial asset management. Monitor, evaluate and report on liability management. Monitor, evaluate and report on revenue management. Coordinate implementation of recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility; Supervise and co-ordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Participate in IGR Fora (e.g. CFO Forum, DIMAFO. Ensure The Implementation and Management of Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

: Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at (083) 735 1092

NOTE

: For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
EE Target: African Female

OTHER POSTS

<u>POST 40/36</u>	:	<u>EXECUTIVE SUPPORT: SUSTAINABLE FISCAL RESOURCE MANAGEMENT REF NO: PT 02/10/2024</u>
		Purpose: To provide executive support in the office of the DDG Sustainable Fiscal Resource Management to ensure the effective management and smooth operation of the Branch.
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (all-inclusive)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7 as recognises by SAQA) or National Diploma (NQF level 6 as recognises by SAQA) in Public Admin / Public Management / BCom / ICT / FIS plus 5 years' experience in administration or finance environment, of which a minimum of three (3) years must be at an Assistant Director level. Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service. Monitoring and evaluation. Budget submission.HR Management. Project appraisals. Corporate Communication. Project Management. Communication (verbal and written). Computer Literate (Strong in Excel, word, power point applications as well as E-filing) Change Management. Financial Management. Problem Solving. Decision Making. People Management.
<u>DUTIES</u>	:	Provide Direction and Guidance on the effective management of the office of the DDG; Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Play an oversight role in the implementation of governance systems and take corrective action where necessary. Develop and have in place internal control systems, policies and procedures where required and ensure that these are communicated to all and adhered to once these have been approved by the DDG. Prepare and distribute Annual Planner for the programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Sensitise and advise DDG and CDs of upcoming events and the preparations required for these. Recommend and set up of systems that will help support service delivery in the Unit to meet set programme objectives. Support The Programme by Providing Strategic and Technical Leadership in order to ensure the full execution of departmental plans and programmes; Facilitate preparations for the development of the Annual Performance Plan and ensure that the APP is implemented once developed. Coordinate the development and implementation of communication and stakeholder protocols and ensure implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the preparation and implementation of the Annual Operational Plan and participate in its development. Ensure that all submissions are on time and meet the standards in terms of the quality and any guidelines that may have been given by the DDG. Coordinate Chief Director Meetings and ensure optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate, are distributed within 5 working days and that follow up on resolutions taken happens timeously. Provide Support Towards Ensuring Appropriate and Sound Finance, Human Resource Management; Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure that there is effective expenditure control, which is in line with the approved budget. Ensure effective controls in the management, safekeeping and maintenance of assets in the Programme. Ensure that full and proper records of the financial affairs of the Programme are maintained. Analyse monthly, quarterly and any other ad hoc reports to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols. Review IYM report to Financial Management and Quarterly report to OSM and ensure information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report and follow up on deviations.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi at (060) 573 5574 / Ms. N Cloete at (083) 735 1092 For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
<u>NOTE</u>	:	EE Target: African Female / White Female
<u>POST 40/37</u>	:	<u>ASSISTANT DIRECTOR: USER SUPPORT ICT REF NO: PT 03/10/2024</u>
		Purpose: To assist the provisioning of ICT infrastructure an operational network support and information communication technology.
<u>SALARY</u>	:	R444 036 - R532 602 (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science/ Information System/ Information Technology with 3 years' experience in ICT Service Desk or ICT Incident Management or IT User Support at an officer level (Level 7 or higher). A+ and ITIL Certification will be an added advantage. Skills And Competencies: IT Systems and Support, Budget Process, Policy Development & Management

		Public Finance, ICT Procurement. Project Management. people Management. Planning and Execution Interpersonal Relations.
<u>DUTIES</u>	:	Manage ICT Helpdesk; Provide IT service desk as a single point of contact-1st & 2nd Level (break-fix) and support for distribution, installation, operations, and troubleshooting in a distributed computing environment such as IT services and ensure IT support cases are resolved on time and completed or escalate to 3rd Level where required. Provide high level technical solutions and support services to end users. Assign work to technical staff to ensure timely and effective response to user needs. Maintain Desktop Infrastructure and The Department. Manage ICT Helpdesk; Provide IT service desk as a single point of contact-1st & 2nd Level (break-fix) and support for distribution, installation, operations, and troubleshooting in a distributed computing environment such as IT services and ensure IT support cases are resolved on time and completed or escalate to 3rd Level where required. Provide high level technical solutions and support services to end users. Assign work to technical staff to ensure timely and effective response to user needs. Provide LAN, WAN and desktop support; Provide network connectivity at all times. Provide required technical assistance to users telephonically or remotely. Maintain, upgrade and solve network problems. Customer Relation Management; Implement and monitor end user experience on IT services and support rendered. Gather monthly end user feedback through helpdesk reports, survey and interviews and conducts half-yearly survey. Follow-up on support issues with dissatisfied customers to ensure that problems are resolved. Ensure Access to The Data Metrics and GIS Information; Data metrics and GIS information is made readily available. Manage Area of Responsibility, Sound Administration of unit. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDPs) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi 060 573 5574 / Ms. N Cloete at (083) 735 1092 For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
<u>NOTE</u>	:	EE Target: African Female / White Female
<u>POST 40/38</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: PT 04/10/2024</u> Purpose: To render support in the implementation of communication strategies and events management services in line with the departments vision.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 -R532 602 per annum (Level 09) Bisho A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Communications Science (Media Studies & Journalism) / Journalism / Public Relations with Minimum of 3 years relevant work experience in Communication field at an officer level (Level 7 or higher). Skills and Competencies: Project Management, Networking and Building Bonds, Planning and Execution. Interpersonal Relations. Problem Solving. Journalism.
<u>DUTIES</u>	:	Render Support to The Implementation of Internal and External Communication Services; Conduct research on guidelines and best practices to guide the creation of quality communications. Analyse, compile and copy-edit all communications such as the statutory documents of the government to improve their quality and impact. Ensure production checks across a range of media and facilitate the distribution of communications to the organization. Update information on the website and intranet. Develop and manage calendars of key messages to ensure consistent, relevant and timely delivery of internal Communication's material. Manage The Processes of Publication, Photojournalism, Multimedia Services, Marketing and Branding Services: Write marketing content for various media, including magazines and websites. Draft content for brochures, invitations, press releases, technical manuals, online webpages and promote their brand to new prospects. Coordinate the production of an internet newsletter and co-ordinate the design and printing of publications. Develop The Corporate Image of The Department and Events Services; Co-ordinate media coverage and briefings promoting the Department's programmes and activities. Prepare press releases before and during a Departmental event. Co-ordinate and manage key public events by sending out invitations to stakeholders, engaging the stakeholders and advising the Deputy Director on the issues to be outlined to the media. Manage Area Of Responsibility; Supervise and co-ordinate the effective and efficient running and management of the Unit; Develop and implement service delivery improvement programmes; Develop and supervise the implementation of the Unit's Annual Operational Plans; Monitor and report on the implementation thereof monthly, quarterly and annually; Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes; Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes; Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure; Ensure the implementation

- and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility.
- ENQUIRIES** : Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi at (060) 573 5574 / Ms. N Cloete at (083) 735 1092
- NOTE** : For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
EE Target: African Female / White Female
- POST 40/39** : **TECHNICIAN SERVICE HELPDESK REF NO: PT 05/10/2024**
Purpose: To render provision of information communications technology and electronic records management. To maintain and support departmental computer systems.
- SALARY CENTRE REQUIREMENTS** : R376 413 - R443 403 per annum (Level 08)
: Bisho
: Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Technology coupled with Minimum of 2 years' experience in User Support environment (with 2 years' experience in ICT Service Desk or ICT User Support. A+ Certification will be an added advantage. Skills And Competencies: ICT Service Management Processes; ITIL; Good interpersonal skills; Customer service orientated; Configuring windows devices; IT Systems and Support; Budget Process Policy Development & Management; Public Finance; ICT Procurement; Project Management; Planning and Execution. Interpersonal Relations. Computer Literate. Communication (verbal & written).
- DUTIES** : Facilitate Infrastructure and Operational Services; Respond and attend to all departmental IT queries. Render 1st line support and log calls in the help desk system. Maintain ICT administrative systems and ensure data – integrity. Provide technical solutions and support services to end users. Configuration and troubleshooting of IT equipment. Setup new computers, install necessary software, and configure systems according to organisational standards. Perform routine inspections of computer equipment to ensure optimal performance, update software and operating systems as needed. Assess equipment and assist in issuing certificate. Maintain accurate records of support requests, and resolutions. Assist in identification of new purchases and repairs of ICT equipment. Provide support in ensuring that the needs of the projects are achieved. Render Support in Conducting ICT Research and Advise the Department on ICT Needs Requirement; Update supervisor regularly with regards to new ICT systems and products that may improve institutional functioning. Record all most frequently asked IT questions and complaints to prioritise these matters. Inform the supervisor with regards to the most urgent IT risks as a means of early warning (risks include issues such as expiration of key software, systems interruptions due to upgrades and protection of data and information from viruses etc.). Render Support in Developing and Facilitating the Implementation of ICT Policies and Procedures; Draft ICT implementation plan. Conduct awareness session on new developments in the implement and monitor ICT Governance Framework. In put in drafting ICT policies and procedures. Provide Customer Services. Ensures excellent customer services through prompt service delivery and constant interaction with the clients. File and perform administrative duties. Prepare service desk management report as required.
- ENQUIRIES** : Ms T. Nkonyile at (083) 875 5707 / Ms. B Ndayi at (060) 573 5574 / Ms. N Cloete at (083) 735 1092
- NOTE** : For eRecruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
EE Target: African Male with Disability

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

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

- APPLICATIONS** : Applicants must submit only via the provincial e-recruitment system, which is available on <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@drdar.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants are encouraged to apply via the e-recruitment system. Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered. Applications received after the closing date will not be considered. No faxed applications will be accepted.
- FOR ATTENTION CLOSING DATE** : Mr L Stowman
: 15 November 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry Requirements for members of the Senior Management Level for SMS appointments, it is a Requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-

entry certificate is not a Requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

- POST 40/40** : **DEPUTY DIRECTOR-GENERAL: AGRICULTURE REGULATORY AND TECHNICAL SERVICES REF NO: DRDAR: 01/10/2024**
- SALARY CENTRE REQUIREMENTS** : R1 741 770 – R1 962 090 per annum (Level 15), (all-inclusive)
: Bhisho
: A qualification at NQF Level 8 as recognized by SAQA in Agriculture. Eight (8) years' relevant experience at senior management level. Extensive knowledge of and experience of the Agricultural Sector. Experience in strategic planning, Financial Management, Human Capital Management and Project Management. Knowledge of PFMA, Treasury Regulations and DPSA Directives. Proven leadership and strategic management. Good communication skills. A valid driver's license.
- DUTIES** : Provide strategic leadership to the department as well as the branch in relation to Agricultural Development in particular, overseeing the management and provision of research, technology development and transfer services, provision of veterinary service in the province, agricultural training and project management. Analysis of agriculture impact on economic growth in the country. Develop a strategy that will promote access to markets by small-scale farmers. Report and render strategic advice to the Head of Department on matters relating to Agriculture development. Develop and implement creative solutions to enhance cost effectiveness and efficiency in delivering Agriculture Development Services. Support farmer producer and development services and Infrastructure Development. Discharge leadership and management responsibilities in relation to strategy, planning, project management, financial management and risk management. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 40/41** : **DIRECTOR: LEGAL SERVICES REF NO: DRDAR: 02/10/2024**
(Re-advertisement: Candidates that previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive)
: Bhisho
: An LLB or 4 year recognized legal qualification at NQF Level 7 as recognized by SAQA. Five (5) years' appropriate post qualification legal/ litigation experience at middle/senior management level in the public service. Admission as an Attorney in South Africa. A thorough knowledge of the South African Legal System, Legal Practice and office management. Knowledge of government legislation and prescripts as well as the Constitution of South Africa. Knowledge: Ability to understand and interpret the various pieces of Legislation administered by the Department. A good understanding of the Promotion of Access to Information Act (PAIA) and the Promotion of Administration of Justice Act (PAJA). Knowledge of administration, financial, and supply chain management processes in the public sector. Knowledge of employee

performance management and development. Job-related skills: Law Interpretation and Legal research skills. Excellent drafting and writing skills. Dispute resolution skills. Client relations skills. Leadership, planning, communication, presentation, negotiation, and interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

DUTIES

: Draft and vet legal documents, such as agreements affidavits, delegations, reports, and correspondence of a legal nature. Conduct research, draft, vet, and/or amend legal documents. Manage the performance of the external legal team (where applicable) i.e., State Attorney and/or counsel. Provide legal opinions and general legal advice. Conduct research and legal opinions or provide advice. Manage the performance of the external legal team (where applicable) i.e., State Attorney, State Law Advisers, and/or counsel. Provide legal and administrative support in respect of Promotion of Access to Information Act (PAIA). Assess requests for access to the records held by the Department. Redirect the request to the relevant Deputy Information Officer/line function. Advise the relevant Deputy Information/line function of the processing of the requests. Compile and submit the annual Section report to the Information Regulator. Manage the Directorate effectively and efficiently. Manage staff and budget for the Directorate. Performance Management and Development of staff. Address staff grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Procedure and departmental policies. Provide support and guidance to subordinates. Compile monthly, quarterly, and annual reports on the Directorate's performance against the Annual Performance Plan.

ENQUIRIES

: Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/42

; **DIRECTOR: ASSET MANAGEMENT REF NO: DRDAR: 03/10/2024**

SALARY

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

CENTRE

: Bisho

REQUIREMENTS

: A qualification at NQF Level 7 as recognized by SAQA in Financial Management/Accounting/SCM or relevant financial qualification. Five (5) years' relevant experience at middle/senior management level in Asset and Inventory Management. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM) Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Computer literacy. A valid driver's license.

DUTIES

: Manage the development and maintenance of policies, strategies and systems for asset: Coordinate the development of asset and inventory management policies / procedures manuals and systems. Coordinate the development of Treasury Practice notes and compliance checklist tool with regards to assets and inventory management. Manage the development of procedure guidelines to promote compliance with the reporting standards. Manage the development of asset and inventory strategies in line with the service delivery objectives. Coordinate the review of Asset and Inventory Management policies, procedure manuals, systems, Treasury Practice notes and compliance checklist tools. Monitor and Support the Department on Financial Management and Reporting on Assets and Inventory. Monitor and support department on asset register, trial balance and expenditure reconciliations. Monitor and support departments on the development and implementation of audit action plan regarding management on assets and inventory. Provide support on resolving audit findings on non-current and current assets of the Departments. Provide support to department with financial reporting tools for interim and annual financial statements disclosures. Monitor and Support Department Asset and Inventory Management Strategies: Monitor and support department on the implementations of asset management strategies and value for money of assets and inventory. Monitor that department has asset management plans. Maintain complete and accurate assets and inventory registers. Monitor and support departments and public entities on the application of inventory management techniques. Monitor and support department asset verification and inventory stocktaking processes. Perform periodic compliance assessments in department to establish compliance with relevant legislation. Monitor that obsolete, redundant and unserviceable assets are disposed of. Monitor the establishment of disposal committees. Monitor compliance with SCM prescripts on asset disposal. Monitor and support department on the reconciliation of disposal proceeds. Monitor the maintenance of proper asset registers. Monitor compliance with internal control processes regarding asset disposals. Co-Ordinate the Capacitation of Assets and Inventory Management section in the Department. Identify Asset and Inventory Management capacity GAPS and coordination strategies to address the capacity GAPS. Provide on the job training on assets and inventory management. Conduct workshops on Policy framework, Treasury Regulations and Accounting Norms and Standards. Coordinate training interventions on assets and inventory management.

ENQUIRIES

: Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/43 : **DIRECTOR: SPECIAL PROGRAMS UNIT REF NO: DRDAR: 04/10/2024**

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

CENTRE : Bhisho

REQUIREMENTS : A qualification at NQF Level 7 as recognized by SAQA in Social Sciences / Community Development/Development Studies. Five (5) years' middle/senior management relevant experience in special programs. Develop and implement SPU directives and programs. Demonstrate a facilitative approach to motivate constructive participation focusing on women, children, elderly and people with disabilities. Develop and implement SPU projects. Ability to write reports on programs and project according to the required format. Proven strategic, managerial and planning skills. Computer literacy. Project Management. A valid driver's license.

DUTIES : Ensure integration of youth, children, women, general gender, elderly and people with disabilities in the Department's priority projects and programs. Promote the achievement of equality and eradicate discrimination against women, children, elderly and people with disabilities. Coordinate the promotion of programs directed to women, children, elderly, youth and people with disabilities. Liaise with relevant international, national and provincial stakeholders to promote integration and development of youth, children, women, general gender, elderly and people with disabilities. Collaborate with departmental key stakeholders on increasing access for women, people with disabilities to employment and descent work opportunities. Monitor and evaluate the departments' programs directed to youth, children, women, general gender, elderly and people with disabilities. Oversee social facilitation with relevant stakeholders on SPU department's priority projects and programs. Oversee management of projects related to SPU programmes.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : Preference will be given to females and People with Disabilities in accordance with the department employment equity

POST 40/44 : **PRINCIPAL: TARDI REF NO: DRDAR: 05/10/2024**

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

CENTRE : Tardi (Tsolo)

REQUIREMENTS : A qualification at NQF Level 7 as recognized by SAQA in Agriculture. Five (5) years' experience at middle/senior management level in the South African Agricultural related Sector lecturing and conducting research in an accredited institution of higher learning. Knowledge of statutory bodies, operations of Tertiary Education & Training. Knowledge of ATI Policies and Procedures. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act and Labour Relations Act. Authorization and/or Registration with relevant professional body/bodies. Familiarity with Agriculture Education and Training Strategy. Assessor and Moderation Skills, Leadership Skills, People Management Skills, Problems solving skills, Time Management, Decision making skills, Planning and Organizing skills, Conflict Management Skills, Communication Skills, Innovative, analytical skills, good Interpersonal Relations. Policy analysis and development Skills, Computer literacy. Project Management. A valid driver's license.

DUTIES : Lead the development of the Institution's multiyear strategy and measurable annual performance plan; a execute the plan, monitor and measure performance; Lead the budgeting process and guide the management there of; Oversee resourcing of the Institution; Oversee management of human resources, facilities and assets of the Institution; Develop and implement revenue generation initiatives; Facilitate the formulation and application of policies in the Institute; Support the Council in the pursuit of ethical and good governance; Ensure the Institution's learning programmes are accredited by relevant bodies/authorities at all times; Form partnerships and collaborations that support the Institution's endeavors; Liaise with various entities whose activities have a bearing on the Institution; Identify and manage risks. Oversee the implementation of Agriculture Agro-processing Master Plan within the institution.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

OTHER POSTS

POST 40/45 : **CHIEF ENGINEER GRADE A/B REF NO: DRDAR: 06/10/2024**

SALARY : Grade A R1 200 426 – R1 371 489 per annum, (all-inclusive OSD)
Grade B R1 452 573 – R2 264 130 per annum, (all-inclusive OSD)

CENTRE : Bhisho & EL

REQUIREMENTS : Engineering Degree (B Engineering/ BSc (Engineering) at NQF level 7 as recognized by SAQA. Six (6) years post qualification experience required as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. Knowledge and understanding of government procurement for infrastructure projects. Program and project management skills. Knowledge of engineering, legal and operational compliance. Engineering design and analysis. Knowledge and skills in maintenance. Knowledge of engineering code of conduct, risk management, technical report writing, knowledge of financial management. Research and development skills. Computer-aided engineering applications. Creation of high-performance

		<p>culture. Technical consulting. Engineering and professional judgement. Communication skills both verbal and written. Computer skills, people management skills, planning and organizing, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, creativity, financial management, customer focus and responsiveness. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>Coordinate and approve the planning, design, preparation of specifications and tender documents, contract management and construction supervision for the development of agricultural infrastructure in the province. Perform final review and approvals or audits on new engineering designs according to design principle of theory. Co-ordinate design efforts and integration across disciplines to ensure integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.</p>
<u>ENQUIRIES</u>	:	<p>Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za</p>
<u>NOTE</u>	:	<p>Appointment in Grade A or B will be based on the current remuneration of the suitable candidate and proven experience.</p>
<u>POST 40/46</u>	:	<p><u>DEPUTY DIRECTOR: VETERINARY SERVICES – TECHNICAL REF NO: DRDAR: 07/10/2024</u></p>
<u>SALARY CENTRE REQUIREMENT.</u>	:	<p>R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Bhisho An appropriate qualification at NQF level 7 as recognized by SAQA in the Veterinary Science field or relevant field with at least 8 years' experience in the field of the State Veterinary Services. Valid compulsory registration with the South African Veterinary Council (SAVC) as a Para-Veterinarian or any other relevant statutory body. A valid driver's license. Competencies: Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002, Public Finance Management Act No. 1 of 1999, Basic Conditions of Employment Act No. 75 of 1997 and Labour Relations Act No. 66 of 1995. It is required of the candidate to dispose of dynamic communication, negotiation, and interpersonal skills. Proficiency in the MS Office Suite (Word, Excel and PowerPoint).</p>
<u>DUTIES</u>	:	<p>Ensure compliance with the Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Facilitate implementation of Animal Disease Surveillance and Control. Responsible to facilitate implementation of primary animal health care programs and compulsory community service. Play a leading role in animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and Financial Management. Ensure timeous development and implementation of Annual Performance Plan, Operational Plan and reports on progress. Responsible for consolidation of validated performance reports. Manage the allocated resources of the Sub-Program in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards of professionalism by ensuring that the team produces excellent work in terms of quality/quantity and timeliness. Resolve motivation and control problems. Provide the necessary guidance and support and facilitate staff training and development opportunities. Management of assets.</p>
<u>ENQUIRIES</u>	:	<p>Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za</p>
<u>NOTE</u>	:	<p>Preference will be given to females in accordance with the department employment equity.</p>
<u>POST 40/47</u>	:	<p><u>DEPUTY DIRECTOR: MUNICIPAL CO-ORDINATION (X5 POSTS)</u></p>
<u>SALARY CENTRE</u>	:	<p>R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Alfred Nzo: (Bizana, Ntabankulu) Ref No: DRDAR: 08/10/2024 (X2 Posts) Joe Gqabi (Walter- Sisulu, Elundini) Ref No: DRDAR: 09/10/2024 (X2 Posts) Amathole (Buffalo City Metro) Ref No: DRDAR: 10/10/2024</p>
<u>REQUIREMENTS</u>	:	<p>A qualification at NQF 8 in Agriculture / Developmental Studies. At least 5 – 8 years' experience in Agriculture / Rural Development of which three (03) years must be at Assistant Director Level or equivalent. Understanding of financial management, good organizing and facilitation skills, verbal and written communication skills, good interpersonal skills. Good knowledge of Outcome 7 priorities and coordination. A valid driver's license is essential.</p>
<u>DUTIES</u>	:	<p>Co-ordinate agricultural and rural development activities within local municipality. Coordination, facilitation, alignment and integration of development programmes in the local municipality through IDP. Provisioning of overall management in the local municipality. Ability to participate in local municipality IGR Forums. Coordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programmes within the local municipality. Ensure effective and efficient mobilization and utilization of resources.</p>

<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to females in accordance with the department employment equity requirements for Joe Gqabi and Amathole.
<u>POST 40/48</u>	:	<u>DEPUTY DIRECTOR: EXTENSION & ADVISORY SERVICES REF NO: DRDAR: 11/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Sarah Baartman & Nmm District (Gqeberha) A qualification at NQF level 8 in Agriculture. At least 5-8 years' relevant experience, of which three (3) years must be at an Assistant Director Level or equivalent with specific focus on Extension and Advisory services. Ability to apply scientific methodology. Managerial experience and efficiency. Computer literacy in word, excel, power point and web browser. A valid drivers' license.
<u>DUTIES</u>	:	Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original agreement is minimized. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance agreement measures. Provide written quarterly reports to the manager. Overall management of agricultural activities in the district in an integrated manner with stakeholders. Coordinate and manage agriculture research programs. Co-ordinate stakeholder activities involved in Agriculture. Manage human, financial and material resources.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to females in accordance with the department employment equity requirement.
<u>POST 40/49</u>	:	<u>DEPUTY DIRECTOR: PROJECT IMPLEMENTATION AND MANGEMENT SERVICES (PIMS) REF NO: DRDAR: 12/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Bhisho A qualification at NQF level 7 in Project Management coupled with three years of experience working in and direct involvement with infrastructure project management at an assistant director level or equivalent. Knowledge of Infrastructure Delivery Management System (IDMS)/ Project management Best Practices. Knowledge of Public Service Regulatory Framework. Managing interpersonal conflict and resolving problems. Planning and organizing. Problem solving. Project and budget management. Communication and collaboration skills; Team Leadership and decision-making abilities. Ability to plan and execute complex projects; Strong problem-solving skills; Ability to work with both internal and external stakeholders. Ability to analyse data and create reports. Ability to work under pressure and meet deadlines. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate and oversee project planning and implementation processes for infrastructure projects throughout the department. Compile credible infrastructure project budget, Cash flow Projections and Management thereof for the department. Compilation of infrastructure project list and Infrastructure Plan. Budget Planning and Management for Infrastructure projects. Identify all key stakeholders and develop a strategy to work with all stakeholders. Management of Projects in accordance with organisational standards and ensure benefits realization. Manage the human, finance and other resources in the directorate. Manage the administrative support for infrastructure projects and attend to all related project governance matters. Facilitate the development, utilization and maintenance of tools and systems, including online systems, for the planning and implementation of projects. Monitor project progress, report on results and performance, identify and manage project risks, and ensure value for money. Manage the development and implementation of project management strategies and plans for infrastructure projects. Provide inputs on project plans and budget to other directorates like finance, assets, and strategy. Coordination, analysis and consolidation of Annual Performance Plan and operation Plan. Manage service providers' Service Level Agreement (SLA) and monitor performance. Prepare progress reports on infrastructure projects to all stakeholders; Oversee document management processes. Verification and validation of financial and non-final performance project information. Conduct site visits for planning and monitoring purposes throughout the province. Handle administrative functions emanating from these activities, including HR and financial management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/50</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION AND TECHNICAL SERVICES REF NO: DRDAR: 13/10/2024</u>
<u>SALARY CENTRE</u>	:	R1 003 890 - R1 182 534 per annum (Level 12), (all-inclusive) Tardi (Tsolo)

<u>REQUIREMENTS</u>	:	A qualification at an NQF level 7 in B.Sc. Agric; B. Agric or B. Soc.Sc as recognized by SAQA. Clear understanding of PGDP, AET Strategy; Departmental Strategic Plan, Branch Annual Performance Plan for; Food Security & Infrastructure Development Programs of The Department; Presentation and Training skills; Sound knowledge of Administrative Policies and Regulations in the Public Service. Minimum of 3 years as an Assistant Manager in an Administrative or Agricultural Technical Field or 3 years in an education, training and development Environment. Sound computer knowledge and a valid driver's license is essential.
<u>DUTIES</u>	:	Render financial, SCM, HR and administrative management of the institution. Responsible for sound management, good governance and supervision of the staff responsible for the units in the Institution. Establish linkages between beneficiaries, relevant SETA's and other qualifications authorities. Establish relations with Traditional Authorities, Local Municipality and other social stakeholders in the area. Develop training and academic infrastructure plan and monitor the roll out thereof. Organize training on QCTO accredited Skills programme. Conduct adaptive research programs on animal production, crop production and home industry products. Ensure Effective training of farmers and extension officers. Develop annual Training programs and manual for the institution.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/51</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT</u> <u>REF NO: DRDAR: 14/10/2024</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Human Resource Development / Management of Training or Industrial Psychology as recognized by SAQA. At least five (5) years' experience in HR Utilization and Capacity Development of which 3 years must be at an Assistant Director level. Possession of either an accredited Skills Development Facilitation (SDF) or Occupational Directed: Education, Training and Development Practice's (OD: ETDP) qualification or certificate. Knowledge and Skills: Planning and organizing, Computer literacy, Problem solving, Negotiation, Events Management, Presentation and Facilitation, Information analysis and reporting, People and diversity management, Problem analysis and solving, Financial Management, Client orientation and customer focus. Communication and interpersonal skills. Public Service Act, Public Service Regulations, PFMA and Regulations, White Paper on transformation of Public Service, Basic Condition of Employment Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act, Performance Management and Development System. Applied Knowledge and experience in development and implementation of the Annual HRD Strategy including monitoring and reporting. Applied knowledge of: Bursary scheme administration, Skills Development planning and implementation, Youth development programmes, Workplace Skills Plan development and administration, Implementation of the PMDS Policy. Public Service transformation and management, Project Management, Batho Pele Principles, Proven Knowledge of the PERSAL system. A valid driver's license.
<u>DUTIES</u>	:	Manage the development and implementation of the Departmental HRD strategy, Manage the development and implementation of the Departmental Workplace Skills Plan, Manage the effective & efficient utilisation of the Training and development Budget. Manage the coordination of generic training and management development programmes. Manage and facilitate Compulsory Induction Programme (CIP) and Re- Orientation programmes to ensure professionalization of the department. Manage the coordination of Graduate and Student internship programmes for the Department. Manage effective administration of bursary scheme's for scarce skills and other related fields of study. Develop and implement training and development policies and programmes. Coordinate the facilitation of generic training interventions and leadership development programmes. Facilitate the coaching and mentorship programmes for the department. Develop and implement the Performance Management and Development Policy, including payment of related incentives for all employee levels.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/52</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: DRDAR: 15/10/2024</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive)
<u>CENTRE</u>	:	Alfred Nzo (Maluti)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Financial Management/ Accounting or equivalent relevant qualification as recognised by SAQA. At least 5 years' relevant experience in Financial Management of which 3 years must be at an Assistant Director Level. Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA). Good understanding of the BAS System as well as the interface between the bank and the BAS System. Effective communication skills, both written and verbal. Problem-solving skills. A clear understanding of the public sector legislative framework (PMFA and related Treasury Regulations). Ability to work under pressure and to meet deadlines. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Manage financial revenue, expenditure, and accounting practices within the district. Monitor legislative, policy and procedure compliance. Ensure that proper budget control mechanisms

are in place in the district. Submit operational plans and performance reports. Provide advice and guidance to role-players on revenue and expenditure procedures. Undertake revenue, expenditure management, and accounting services as required. Ensure that cashier, banking, debt management, monitoring, and reporting services are rendered. Process payments related to compensation of employees, goods and services, transfers, and subsidies. Render financial administration and accounting services such as ledgers/journals and interim and annual financial statements. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement, and maintain processes to ensure that performance targets are met. Compile and submit all required reports. Serve on transversal task teams as required. Procurement and asset management for the sub-directorate. Quality assure the work of subordinates. Functional technical advice and guidance.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/53 : **DEPUTY DIRECTOR: ADMIN SUPPORT AND COORDINATION (MEC SUPPORT) REF NO: DRDAR: 17/10/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive)
CENTRE : Bhisho
REQUIREMENTS : An NQF level 6 qualification in Project Management/ Office Management and Technology/Business Studies /Public Management/ Public Administration/ Developmental studies/ Political Science as recognized by SAQA coupled with Minimum of 5 years' work experience in Administration of which 3 years should be at Assistant Director level. Skills And Competencies: Knowledge of Ministry operations. Proven management and coordination competencies. Broad knowledge, understanding and experience in the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. In-depth understanding of interpretation and application of Public Service Legislation, Regulations and Policies that govern the Public Service. Knowledge and understanding of the Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Computer Literate, Good Communication Skills (verbal & written), Analytical thinking, Interpersonal Relations, Knowledge Management, Good Planning & Organising, Good Research Skills, Problem Solving, and Facilitation. Consultation Skills. Valid driver's license.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority; Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile intergovernmental correspondence, submissions and Cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players about matters relating to the portfolio of the executive authority; Brief the Head of Office on matters with regard to the executive authority's portfolio on the agenda of the executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render executive council support service to the executive authority; Manage the distribution of memoranda to executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees and the entities reporting to the executive authority. Keep record of decisions of the executive council and alert the Head of Office and executive authority of actions to be taken and due dates. Study the relevant public service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Remain up to date about the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the MEC.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/54 : **STATE VETERINARIAN (X8 POSTS)**

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Alfred Nzo Ref No: DRDAR: 18/10/2024
Amathole (Zwelitsha) Ref No: DRDAR: 19/10/2024
Chris Hani Ref No: DRDAR: 20/10/2024 (X3 Posts)
Joe Gqabi (Maletswai) Ref No: DRDAR: 21/10/2024
Sarah Baartman (Makhanda) Ref No: DRDAR: 22/10/2024
O.R. Tambo (KSD) Ref No: DRDAR: 23/10/2024

REQUIREMENTS : An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC OR B. VMSC). Valid proof of registration with the SA Veterinary Council will be required on the interview day. Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act

No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). The candidate should dispose of dynamic communication, negotiation, and interpersonal skills. A valid driver's license.

DUTIES : Implement Animal Disease Act 35 of 1984, Meat Safety Act 40 of 2000, Animal Protection Act 71 of 1962 and Animal Identification Act 6 of 2002. Play a leading role in Animal Disease Surveillance and Control. Facilitate importation and exportation of animals and products of animal origin. Responsible for the implementation of primary animal health care programs and mentoring of State Veterinarians on compulsory community service. Handle administrative functions emanating from these activities including performance reporting and disease reports. Coordinate the allocated resources of the State Veterinary Area in line with legislative and departmental policy directives. Comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve motivation and control problems. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDPs) for all subordinates. Management of assets. Qualifying unemployed Veterinarians who were given a bursary by the Department will be given preference.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/55 : **ENGINEER PRODUCTION REF NO: DRDAR: 16/10/2024 (X2 POSTS)**

SALARY : Grade A: R833 499– R889 158 per annum, (OSD)

CENTRE : Bhisho & EL

REQUIREMENTS : A qualification at NQF level 7 in B Engineering / BSc (Engineering) or equivalent qualification. Compulsory registration with ECSA as a Professional Engineer. A Valid driver's license. Three (3) years post Qualification engineering experience. Knowledge of programme and project management. Engineering design and analysis, research and development. Problem solving, planning and organising, communication skills. Computer literacy.

DUTIES : 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. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. 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 process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/56 : **SCIENTIST PRODUCTION: HORTICULTURE/CROP SCIENCE REF NO: DRDAR: 24/10/2024**

SALARY : Grade A: R721 476 - R774 267 per annum, (OSD)

CENTRE : Dohne

REQUIREMENTS : A qualification at NQF level 8 in Agriculture as recognized by SAQA specializing in Crop Science / Agronomy / Horticulture. Compulsory and Valid registration with SACNASP as a Professional Scientist in the relevant field of specialization. Three (03) years' post-qualification natural scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

DUTIES : Responsible for providing academic support to Horticulture/crop science training, research, and continuing education in the area of Horticultural Science. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : Preference will be given to Youth in accordance with the department employment equity Requirement.

<u>POST 40/57</u>	:	<u>SCIENTIST (PRODUCTION): (POULTRY SCIENCE PRODUCTION) REF NO: DRDAR: 25/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R721 476 - R774 267 per annum, (OSD) Dohne A qualification at NQF level 8 in Animal Science Specializing in Poultry Production as recognized by SAQA. Compulsory and valid registration with SACNASP as a Professional Natural Scientist in Animal Science; A minimum of 3 years post qualification experience. A valid driver code B driving license. Demonstrable experience in poultry production and research. Competencies: Working knowledge of the following: Program and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing, Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication skills; Networking; people management; Planning and organizing; Problem solving and analysis; Innovation; Computer literacy; ability to work independently; Research and development and computer-aided scientific application; Knowledge of legal compliance.
<u>DUTIES</u>	:	Develop and implement farm animal research methodologies; policies, systems and standard operating procedures; Perform farm animal research data analysis and compliance procedures; Research and development; Human capital development; Handle administrative functions emanating from these activities, including HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirements.
<u>POST 40/58</u>	:	<u>SCIENTIST PRODUCTION: PLANT PATHOLOGY REF NO: DRDAR: 26/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R721 476 - R774 267 per annum, (OSD) Dohne A qualification at NQF level 8 Specializing in Plant Pathology as recognized by SAQA. Compulsory and valid registration with SACNASP as a Professional Scientist in the relevant field of specialization. Three years' post-qualification natural-scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to crop science/ horticulture training, research, and continuing education in the area of Plant Pathology. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirements.
<u>POST 40/59</u>	:	<u>SCIENTIST PRODUCTION: BIOCHEMISTRY/ ANALYTICAL CHEMISTRY REF NO: DRDAR: 27/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R721 476 - R774 267 per annum, (OSD) Dohne A qualification at NQF level 8 in Biochemistry / Analytical Chemistry as recognized by SAQA. Compulsory and valid registration with SACNASP as a Professional scientist in the relevant field of specialization. Three years' post-qualification natural scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to crop science training, research, and continuing education in the area of Biochemistry / Analytical Chemistry. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.

<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirement.
<u>POST 40/60</u>	:	<u>SCIENTIST PRODUCTION: ENTOMOLOGY REF NO: DRDAR: 28/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R721 476 - R774 267 per annum, (OSD) Dohne A qualification at NQF level 8 Specializing in Entomology as recognized by SAQA. Compulsory and valid registration with SACNASP as a Professional Scientist in the relevant field of specialization. Three years' post-qualification natural scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to crop science/ crop science training, research, and continuing education in the area of Entomology. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirement.
<u>POST 40/61</u>	:	<u>ASSISTANT DIRECTOR: EXTENSION & ADVISORY SERVICES (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R552 081 – R650 322 per annum (Level 10) Sarah Baartman (Gqeberha, Somerset, Makhanda) Ref No: DRDAR: 29/10/2024 (X3 Posts) Amathole Ref No: DRDAR: 30/10/2024 Alfred Nzo (Mount Frere) Ref No: DRDAR: 31/10/2024 Chris Hani District (Sakhisizwe) Ref No: DRDAR: 32/10/2024
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Agriculture with at least 5 years' relevant experience in Extension and Advisory Services. A valid drivers' license. Computer literate.
<u>DUTIES</u>	:	Co-ordinate stakeholder activities at local municipality level involved in Agriculture. Create an enabling environment to facilitate effective performance by the subordinates. Facilitate access to skills development and capacity building opportunities for his staff. Work collaboratively to solve problems and generate solutions to common problems within the programme that may be impacting on the performance of the staff. Co-ordinate stakeholder activities at local municipality level involved in Agriculture. Supervision of staff. Perform administrative and related functions, such as monthly and quarterly reports, budgeting, expenditure control, asset management and performance management of staff.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Females in accordance with the department employment equity requirement of Sarah Baartman, Amathole and Chris Hani.
<u>POST 40/62</u>	:	<u>CONTROL ANIMAL HEALTH TECHNICIAN (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R552 081 – R650 322 per annum (Level 10) Sarah Baartman (Gqeberha & Graaf-Reinet) Ref No: DRDAR: 33/10/2024 (X2 Posts) Chris Hani District Ref No: DRDAR: 34/10/2024
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 in Animal Health. Registration with the South African Veterinary Council (proof of registration will be required on or before Interview date). At least Six (6) years appropriate experience (post-qualification experience) of which 3 years must be at an Animal Health Technician level. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Knowledge of Animal Health Extension Methodology and Project Planning. Self-management, financial management, People management, change management, conflict management, Customer focus and responsiveness, Planning and organizing, Communication, presentation, Interpersonal skills, Advanced computer skills, A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for the co-ordination and management of animal health activities in terms of the Animal Health Diseases Act (Act 35 of 1984). Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis through. Vaccinations for animal diseases, inspections of livestock for the presence of controlled and notifiable diseases. Perform campaigns and other activities aimed at eradicating the spread of animal diseases, manage the support service to the State Veterinarian regarding

animal disease control, reproduction and production advancement, sample collection and law enforcement Identify challenges and shortcomings in Animal Health Extension and take initiative in resolving them Coordinate and facilitate in 65 Animal Health Extension Services. Coordinate the training of Animal Health Technicians. Provide guidance to Technicians and advisors.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/63

ASSISTANT DIRECTOR: AGRICULTURAL ECONOMICS REF NO: DRDAR: 36/10/2024

SALARY
CENTRE
REQUIREMENT

R552 081 – R650 322 per annum (Level 10)
Maletswai
A qualification at NQF level 7 in Agriculture having majored in Agricultural Economics. Good understanding of Agriculture, Marketing and Production Economics. Three (3) years' experience at a supervisory level in the field of Agricultural Economics. A valid driver's license. Computer skills in Microsoft Office Applications. Ability to write quality reports. Communication and presentation skills. Understanding of economics, marketing and statistical services in the province.

DUTIES

Facilitate the economic operation of agricultural markets. Collect, collate and analyse statistical data. Develop and maintain a database of statistical data / information. Promote economic viable projects. Provide agricultural economic advice to clients of the Department to promote the sustainability of their businesses. Facilitate access to finance and markets. Promote cooperative and commodity group plans.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/64

ASSISTANT DIRECTOR: VETERINARY SERVICES REF NO: DRDAR: 37/10/2024

SALARY
CENTRE
REQUIREMENT

R552 081 – R650 322 per annum (Level 10)
Komani
An appropriate qualification at NQF 7 in Animal Health. Registration with the South African Veterinary Council as an Animal Health Technician. At least 3-5 years relevant experience of which 3 years must be at supervisory level. Competencies: Knowledge of the Animal Disease Act and Animal Health Act. Experience in the implementation of the Brucellosis and Tuberculosis Control. Scheme would be recommendable Knowledge, training and experience in Epidemiology. Knowledge and experience in Controlled Animal Diseases in South Africa. Knowledge of Epizootic Diseases. Good computer skills. Good writing, reporting, communication and interpersonal skills. Computer literacy. A valid driving license is essential (code EB).

DUTIES

The successful candidate will be in control of all technical units in the Animal Diseases Surveillance, management & control. Development, upgrading and maintenance of disease contingency plans. Liaison with Veterinary District Managers regarding disease outbreak control. Ensure that Response Stores are functional. Analyze and interpret animal disease reports and trends. Financial and HR Management

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/65

CONTROL ENGINEERING TECHNICIAN REF NO: DRDAR: 35/10/2024

SALARY
CENTRE
REQUIREMENTS

R522 741 - R598 158 per annum, (OSD)
Joe Gqabi District
National Diploma in Engineering at NQF level 6 or relevant qualification. At least 6 years post-qualification technical engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration will be required on or before Interview date). Understanding and competence in all facets of practices, design methods operation and maintenance of all systems in the full spectrum of the field. Good technical problem-solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards, managerial and administrative fields. Understanding of Government policies. Knowledge of the implementation of the Occupational Health and Safety Act (OHS). Knowledge of environment conservation and the National Water Act. Good interpersonal relations (good human relations) presentation, organizing and analytical skills. Proven ability to operate independently. Computer literacy. The successful candidate will be required to travel and will work away from home from time to time and may work under physically demanding conditions. He/she must be prepared to undergo intensive in-house training at different locations. A valid driver's license is essential. Computer literacy.

DUTIES

Be responsible for the technical team under his / her control for the planning and design of agricultural infrastructure. Manage all construction and maintenance of irrigation projects in the district. Perform quality control tasks on planning, designs, tender specifications, tender documents, construction management and reports done by subordinates. Write technical reports. Compile relevant monthly statistics and progress reports. Support subordinates in project management. Provide guidance and assist subordinates. Supervise and train subordinates in his/her division. Report to the Chief Engineer on all activities and performance of the staff under his/her control.

<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/66</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: DRDAR: 38/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09) Komani A qualification at NQF level 6 in Human Resources Management / Public Management. At least 3-5 years' experience in Human Resources, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations, and Wellness. Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL System. People management and empowerment skills. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Provide HRM, HRD, Employee Relations, Employee Health and Wellness, and Auxiliary Services in the District. Facilitate recruitment and selection processes. Process applications for service benefits and terminations in the district. Implement and ensure compliance with HR legislation, policies, and procedures. Customer/stakeholder engagement. Advise management and staff on HR matters. Maintain and administer PERSAL utilization including staff appointments, payment of performance incentives, payment of service benefits, and leave management. Manage staff performance and development. Prepare HR reports. Manage Auxiliary Services in respect of ICT and Office Services.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/67</u>	:	<u>ASSISTANT DIRECTOR: PAYMENTS/ EXPENDITURE SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09) Maletswai Ref No: DRDAR: 39/10/2024 East London Ref No: DRDAR: 40/10/2024 A qualification at NQF level 7 as recognized by SAQA in Finance / Financial Management / Internal Auditing / Accounting / Cost and Management Accounting / Taxation / Bachelor of Commerce in Accounting or equivalent qualification majoring in Accounting. 3 years' working experience at a supervisory level. Good knowledge of financial systems BAS and LOGIS, government policies and planning systems, government programme of action, policies and procedures, information management and performance management. Must possess a valid driver's license.
<u>DUTIES</u>	:	Facilitate service provider payment and ensure that the correct invoice amount is paid to appropriate banking details within 30 days from the date of receipt of an invoice, and report issues of non-compliance. Monitor creditors' reconciliation to ensure that all departmental contractual obligations are paid on time and report to the relevant authority on monthly, Quarterly and Annually Report identified issues of irregular, unauthorized, fruitless and wasteful expenditure. Ensure filling and safekeeping of payment vouchers in the strong room by implementing access control measures. Attend to audit. Manage performance and conduct of subordinates. Understanding of Financial Statement (IFS and AFS) Skills and Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, conflict management and working in a team.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/68</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DRDAR: 41/10/2024 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09) Bhisho A qualification at NQF 6 level in Risk Management/ Commerce / Finance /Internal Auditing. At least three years' relevant supervisory experience. A valid driver's license is essential. Knowledge of Public Service and understanding of Regulatory Framework (PFMA, Treasury Regulations, Public Service Act and its Regulations, Public Sector Risk Management Framework and other relevant prescripts in relation to Risk Management. Knowledge of frameworks, such as ISO31000, COSO Framework, COBIT, etc. Good understanding / knowledge of governance practices, internal control systems and ability to monitor risk management activities / programs. Knowledge of corporate governance Requirement. Enterprise risk management concepts, frameworks and methodology. Knowledge of combined assurance and business continuity management. Communication skills (written and verbal). Analytical, Interpersonal, Problem Solving, Interviewing and Leadership skills. Ability to build effective relationships with other critical stakeholders on risk management functions. Ability to work with Microsoft software packages.
<u>DUTIES</u>	:	Developing in consultation with management, the Department's Enterprise Risk Management Framework incorporating, inter alia, the Risk Management Policy, Risk Management Strategy, Risk Management Implementation Plan, risk identification and assessment methodology and

risk classification. Monitor and evaluate the effectiveness and implementation of the risk treatment plans. Assist in providing support on risk management by communicating the risk management framework to all stakeholders in the Department and monitoring its implementation. Facilitating orientation and training for the Risk Management Committee and facilitate the sitting of the committee as the secretariat. Continuously driving risk management to higher levels of maturity.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/69 : **ASSISTANT DIRECTOR: INTERNAL CONTROL UNIT (PRE-AUDIT) (X2 POSTS)**

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
Bhisho Ref No: DRDAR: 42/10/2024
Alfred Nzo (Maluti) Ref No: DRDAR: 43/10/2024

REQUIREMENTS : A qualification at NQF level 7 in Financial Management / Internal Auditing (with Accounting & Auditing as subjects). A minimum of 5 years' experience of which 3 years must be at supervisory level within an Internal Control / Pre-Auditing environment or Internal Auditing. In-depth understanding of the Public Sector legislative framework (PFMA, Treasury Regulations, SCM Prescripts, and Departmental Financial Reporting Framework). Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Knowledge of Government Transversal Systems (BAS, PERSAL, and LOGIS). Good verbal and writing skills. Ability to work under pressure and to meet deadlines. A valid driver's license.

DUTIES : Interpret and apply relevant legislation, policies, regulations, frameworks, standards, and guidelines. Receive procurement-related documents for compliance checking to prevent irregular, fruitless, and wasteful expenditure being incurred by the department before an order is generated on LOGIS. Supervise the issuing of Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. Supervise the provisioning of reasons for issuing of non-compliance pre-audit certificates for order generation. Receive pre-authorized payment vouchers for compliance checking before final authorization by the Payment Section. Prevent and detect irregular expenditure and report such information to the immediate supervisor. Assist with the compilation of the monthly reports for the Pre-Audit Unit. Maintain a good working relationship with clients and stakeholders including internal and external auditors. Assist with the implementation of internal control systems. Ensure effective utilisation of human and material resources allocated to the Unit.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/70 : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: DRDAR: 44/10/2024**

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

REQUIREMENTS : A qualification at NQF level 7 in Cost and Management Accounting/Financial Management/Accounting qualification. 3 years' relevant supervisory experience in Budgeting. The following skills, knowledge and attributes are required: Analytical and critical skills, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organizational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, and Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. A valid driver's license required.

DUTIES : Provide technical assistance with the planning, preparation, consultation, and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Provide technical assistance with the compilation of the department's inputs for the Estimates of Provincial Expenditure/Adjustments in compliance with Treasury guidelines. Analyse the annual budget into a monthly cash flow at the beginning of the financial year and after the Adjustment Estimate. Provide technical support with the coordination of in-year monitoring processes. Manage and perform administrative and related functions.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/71 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: DRDAR: 45/10/2024**

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
O.R. Tambo

REQUIREMENTS : A qualification at NQF level 7 in Law (BCom Law / LLB)/ Supply Chain Management/ Financial Management. At least 3 years' supervisory experience in Contract Management. Computer literacy. Report writing skills. Communication and presentation skills. A good understanding of the Public Finance Management Act, Treasury Regulations and relevant prescripts. Analytical and critical skills. Knowledge in corporate governance and finance. A valid driver's license.

DUTIES : Supervise, monitor, analyse and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation

is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement. Ensure compliance with the PFMA, Treasury Regulations and all relevant legislation. Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage the key performance areas of subordinates by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/72 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: DRDAR: 46/10/2024**

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

CENTRE : Joe Gqabi

REQUIREMENTS : A qualification at NQF 7 level in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing/Public Management majoring in Supply Chain Management or Public Procurement. At least 3 years' relevant experience at supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Traceable working experience in Procurement, Transport, LOGIS and BAS. Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, B-BBEE and BAS and LOGIS systems and other relevant prescripts. Knowledge of office procedure and Bid Administration, Decision making, Background in procurement or competencies in administration of bids. Computer skills, Problem solving, writing skills, Creativity, highly motivated, Good understanding of Logistics and or Transport management processes and ability to work under pressure. A valid driver's license.

DUTIES : Management and control of LOGIS. Monitor supplier registration on LOGIS. Provide training to staff on the LOGIS system. Ensure that LOGIS is integrated into all systems of the department Monitor commitments and re-commitments on the systems. Facilitate implementation of LOGIS within the department. Management and control of the departmental transport. Management and the handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Ensure the effective and efficient supervision of staff.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/73 : **OFFICE MANAGER TO CHIEF DIRECTOR: FARMER PRODUCER & DEVELOPMENT SERVICES REF NO: DRDAR: 47/10/2024**

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

CENTRE : Bhisho

REQUIREMENTS : A qualification at NQF 6 in Office Management, Public Management, Public Administration as recognised by SAQA. At least 3 - 5 years relevant experience in Office Management and providing support to SMS level. Ability to interact at strategic and operational level. Knowledge of Departmental strategic goals. Knowledge of the Public Service Regulatory Framework. Strategic thinking and leadership skills. Project Management, research and negotiation skills. Creative and analytical, problem solving and decision-making. Conflict management, accuracy and attention to detail, understanding confidentiality in government, report writing, high level of interpersonal skills, communication (oral and written) skills. Computer literacy (MS Office, intranet and internet); presentation skills; customer service orientation. Ability to work independently, yet as part of a team when required, work under pressure, and meet deadlines. Professionalism, policy analysis and implementation. Financial management. A valid driving license is essential.

DUTIES : Co-ordinate activities in the Office: Assist the Chief Director in monitoring and implementing decisions taken at both internal and external. Develop and implement objectives, policies and procedures in order to adapt to changing circumstances. Analyse and consolidate reports as well as provision of management information reports which will facilitate informed decision making. Monitor expenditure trends in the office and advise the Chief Director of a possible under/overspending. Provide leadership to the office: Manage plans and projects undertaken in the office by frequently monitoring adherence to timeframes and reporting on the finalisation thereof. Initiate systems and processes for the monitoring of strategic and operational objectives within the departments, branches or chief directorates and directorate in order to ensure adherence to the implementation of set standards. Provide management of diversity in the office. Liaise with relevant stakeholders: Establish, maintain and continuously improve

relationships with internal and external stakeholders. Ensure timely response to both internal and external clients' needs.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/74

SPECIAL PROGRAMME UNIT (SPU) CO-ORDINATOR REF NO: DRDAR: 48/10/2024

SALARY

R444 036 – R532 602 per annum (Level 09)

CENTRE

Joe Gqabi District

REQUIREMENTS

A qualification at NQF level 6 in Developmental studies/ Community Development/ Social Sciences or relevant qualification with 3-5 years' experience in working with special groups of which three (3) years must be at the Supervisory level. Knowledge of Public Policies and Procedures. Understanding and practical experience/exposure to Community Development issues. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer skills.

DUTIES

Provide an effective coordination, monitoring and evaluation framework for implementation in the districts and liaise with the SPU Directorate. Assist the designated groups in accessing the services offered by the Department. Provide support and advice to the district on issues affecting gender, disability, youth, children & the elderly. Report on programs and activities for designated groups in the district.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/75

ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: DRDAR: 49/10/2024

SALARY

R444 036 – R532 602 per annum (Level 09)

CENTRE

Bhisho

REQUIREMENTS

A qualification at NQF level 7 in Fleet/Transport Management or equivalent relevant qualification. Three (3) years relevant supervisory experience in Supply Chain, Fleet and / or Transport Services. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resources Development, Relevant work experience and knowledge of the PFMA, National Treasury Regulations and SCM prescripts. Traceable working experience in Procurement, Transport and knowledge and understanding of LOGIS system. Knowledge of Supply Chain Management processes and other relevant prescripts. Computer skills, Problem solving, writing skills, Creativity, must be highly motivated, Good understanding of Logistics and Transport management processes and ability to work under pressure. A valid driver's license.

DUTIES

Provide input and implement policies pertaining to departmental vehicles. Manage and Monitor licensing and tracking of all vehicles in the Department. Maintain and monitor the asset register of Departmental vehicles. Perform verification and inspection of departmental vehicles. Monitor maintenance and repairs of all vehicles. Monitor and follow up on all accident incidents. Monitor and follow up on vehicle mismanagement. Monitor processes for applications of subsidy vehicles and the management thereof Monitor and coordinate the payment of all vehicle accounts and reconciliations thereof. Monitor payment of fines to relevant traffic Departments. Provide support and oversee the procurement and operations of the subsidised motor transport scheme. Manage resources and provide all relevant reports.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/76

SENIOR AGRICULTURAL ADVISORS (X6 POSTS)

SALARY

R444 036 – R532 602 per annum (Level 09)

CENTRE

Alfred Nzo Ref No: DRDAR: 50/10/2024
Joe Gqabi Ref No: DRDAR: 51/10/2024 (X2 Posts)
Sarah Baartman Ref No: DRDAR: 52/10/2024
O.R. Tambo Ref No: DRDAR: 53/10/2024
Ecatu & Ratu Ref No: DRDAR: 54/10/2024

REQUIREMENTS

An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP. At least three years' experience in the field of Extension and Advisory Services. A valid driving license. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Change management skills. Conflict management. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Computer skills.

DUTIES

Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary

guidance and support to other staff members with and afford staff adequate training and development opportunities. Management of assets.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/77

SENIOR AGRICULTURAL ADVISOR REF NO: DRDAR: 55/10/2024

SALARY

R444 036 – R532 602 per annum (Level 09)

CENTRE

Tardi

REQUIREMENTS

An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP. At least three years' experience in the field of Extension and Advisory Services. A valid driving license. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Facilitator and Assessor skills imperative with Moderator skills being an added advantage. Change management skills. Conflict management. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Computer skills.

DUTIES

Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support to other staff members with and afford staff adequate training and development opportunities. Management of assets.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/78

PROJECT COORDINATOR: PROJECT IMPLEMENTATION AND MANGEMENT SERVICES (PIMS) (X7 POSTS)

SALARY

R444 036 –R532 602 per annum (Level 09)

CENTRE

Joe Gqabi Ref No: DRDAR: 56/10/2024 (X2 Posts)
Sarah Baartman District Ref No: DRDAR: 57/10/2024
Alfred Nzo District Ref No: DRDAR: 5811/2024
O.R. Tambo District Ref No: DRDAR: 59/10/2024
Chris Hani District Ref No: DRDAR: 60/10/2024
Amathole District Ref No: DRDAR: 61/10/2024

REQUIREMENTS

A qualification at NQF level 7 in Project Management. Three (3) years' relevant experience with infrastructure project management. Good written and verbal communication skills. Ability to compile and manage budgets, control cash flow, institute risk management and administer procurement processes. Knowledge of the best practices of Infrastructure Delivery Management System (IDMS)/ Project Management Best Practices. EPWP guidelines Public Service Regulatory Framework. Good organising & facilitation skills, verbal and written communication skills. Good interpersonal Skills. Ability to work in a pressurised environment. Innovative thinking. Effective time management. Problem-solving ability. Proficiency in Microsoft Office. A valid driver's license is essential.

DUTIES

Facilitate project planning from the local municipality level. Develop Project Management and Implementation plans. Facilitate approval of projects by various committees. Compile credible infrastructure project budgets, Cash flow Projections and Management thereof for the district. Ensure adherence to the district planning schedule. Develop and Maintain Project database. Monitor project implementation to ensure it is in line with project plans. Facilitate procurement processes for projects. Compile project reporting in line with all relevant legislation and procedures. Conduct project visits for planning and monitoring purposes as well as site handovers and participate in site meetings. Oversee data collection and update online information systems (EPWP, IRM and other departmental systems). Provide advice and guidance to beneficiaries on project implementation matters. Conduct verification and validation of collected information in conjunction with other stakeholders. Facilitate proper geo-referencing of projects. Compile performance reporting (monthly, quarterly and annually), including conditional grants.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/79

DATABASE DEVELOPER REF NO: DRDAR: 62/10/2024

(Re-advertisement - Candidates who previously applied are encouraged to re-apply)

SALARY

R376 413 – R443 403 per annum (Level 08)

CENTRE

Bhisho

REQUIREMENTS

A qualification at NQF level 6 in Information and Communication Technology or B. Com in Information Systems / Financial Information Systems. MCDDBA will be an added advantage. A

minimum of 2 years' experience in designing, implementing, and administering Databases (MS SQL/Oracle), SQL Server Reporting Services or Crystal Reports, .NET (C#), ASP, and Microsoft BI Development Studio. Experience with schema design, ERD's, stored procedures, triggers, views, functions, data modelling, and reporting services. Hands-on database development/design experience including logical and physical modelling. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license.

DUTIES : Administer and Design databases that include administrative and control database access, Database Backup and Recovery, Database maintenance, Database Performance Management, Database Capacity Management, Data Integrity, Database System Software Maintenance, Application Software Maintenance, Database Creation, and Database Design. Design database schema and ERDs. Ensure that change control processes are adhered to.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/80 : **SENIOR PERSONNEL PRACTITIONER: HR UTILISATION AND CAPACITY DEVELOPMENT REF NO: DRDAR: 63/10/2024**

SALARY : R376 413 – R443 403 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF 6 in Human Resource Management/ Human Resource Development. 2-3 years' experience in the HR utilization and capacity development environment. Knowledge of the Public Service Regulations and Public Service Act. Knowledge of HR legislation and policies and Performance Management and Development. Planning and organizing, good interpersonal and presentation skills, verbal and written communication. A valid driver's license.

DUTIES : Provide support for training and development interventions. Administer the Compulsory Induction Programme, coordinate adult education programmes. Administer and maintain an effective database for training plans and reports. Implement the Workplace Skills Plan and training programmes. Identify training interventions in line with the skills audit/ need analysis undertaken. Provide support in the compilation of the Quarterly Monitoring Report, Work Skills Plans & and relevant stakeholders (e.g. SETAs). Render PMDS support services. Capture Performance Agreements on PERSAL, quality assurance of PMDS documents and ensure PMDS compliance. A valid driver's license.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/81 : **NETWORK CONTROLLER REF NO: DRDAR: 64/10/2024 (X2 POSTS)**

SALARY : R376 413 – R443 403 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF level 6 in Information and Communication Technology. 3-5 years' relevant experience. Good communication and report writing skills. Ability to conduct research. Computer skills. Ability to work under pressure. A valid driver's license.

DUTIES : Implement and monitor service level agreements. Render first line technical support to users on transversal systems and network applications. Develop and manage the updating of a user's database Advise and empower users on fault reporting and ICT issues. Ensure compliance with the Information Security System and relevant policies and procedures.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/82 : **HUMAN RESOURCE PRACTITIONER: EMPLOYEE HEALTH WELLNESS REF NO: DRDAR: 65/10/2024**

SALARY : R376 413 – R443 403 per annum (Level 08)
CENTRE : Joe Gqabi (Maletswai)
REQUIREMENTS : A qualification at NQF level 6 in Social Work/ Psychology/Safety Management/Environmental Health or equivalent qualification. At least minimum of 3-5 years' relevant experience. Knowledge of Public Service Employee Health Wellness Programmes, Knowledge of the Occupational Health and Safety Act 85 of 1993 and Regulations, Public Service legislative regulatory framework and policies. Good communication, report writing, facilitation, co-ordination, liaison, and networking skills. Ability to conduct research. Computer skills. Good interpersonal skills and verbal and written communication skills. A valid driver's license.

DUTIES : To render employee wellness services to the district. Implement the Safety, Health, Environment, Risk and Quality Policy (SHERQ). Coordinate the implementation of the Employee Wellness Strategy of the Department. Implement departmental policies on EHWP. Render advice to management on request. Implement special programs in line with departmental policies. Facilitate counselling and referral services for staff on request or when deemed appropriate. Manage the implementation of EHW projects. Support and supervise peer and educators /counsellors, SHE representatives and OHS Functionaries. Coordinate and ensure the functionality of the OHS governance.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

<u>POST 40/83</u>	:	<u>DISASTER RISK MANAGEMENT OFFICER REF NO: DRDAR: 66/10/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Disaster Management and or specializing with a relevant Disaster Management qualification. Computer literacy; Understanding of legislative: Disaster Management Act 57, 2002, District Disaster Management Plans and Frameworks; Good communication skills and analytical skills; Influential; Innovative; Ability to work under pressure; Interpersonal skills; Negotiation skills. A valid driver`s license.
<u>DUTIES</u>	:	Ensure there is disaster risk assessment, risk reduction plans for common agriculture-related disasters including business continuity. Ensure rapid and immediate response to reported incidents. Facilitate distribution of relief materials. Coordinate specific administrative and reporting Requirement associated with the key performance and result indicators of the functionality. Maintain an acceptable level of preparedness. Manage disaster response, relief and recovery activities. Promotes safety management at events. Conduct awareness campaigns and disseminate advisories on impending disaster. Engage with affected communities to develop disaster reports. Oversee plan implementation during disasters. Liaise with government bodies and stakeholders. Advise on policy decisions and supervise staff.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity requirement.
<u>POST 40/84</u>	:	<u>AGRICULTURAL ADVISOR (X7 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Joe Gqabi District Ref No: DRDAR: 67/10/2024 (X3 Posts) Alfred Nzo District Ref No: DRDAR: 68/10/2024 (X2 Posts) Sarah Baartman Ref No: DRDAR: 69/10/2024 (X2 Posts)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Computer literate. Valid driver`s license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Performs an operational technical role for the Department related to Agriculture Development. Give practical advice to farmers. Coordination of agricultural activities. Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs and research establishments towards supporting farmers. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity requirement.
<u>POST 40/85</u>	:	<u>AGRICULTURAL ADVISOR REF NO: DRDAR: 70/10/2024</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Tardi
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Computer literate. Facilitator and Assessor skills imperative with Moderator skills being an added advantage. Valid driver`s license.
<u>DUTIES</u>	:	Perform an operational technical role for the Department related to Agriculture Development. Give practical advice to farmers. Coordination of agricultural activities. Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs and research establishments towards supporting farmers. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity requirement.

<u>POST 40/86</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: DRDAR 71/10/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A qualification at an NQF level 6 in Labour Relations / Labour Law/Human Recourses Management. Minimum of 2 -3 years' experience in Labour Relations / Labour Law environment. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation. Public Service Regulations. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/87</u>	:	<u>ANIMAL HEALTH TECHNICIAN (X11 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Alfred Nzo District (Ntabankulu, Mbizana) Ref No: DRDAR: 72/10/2024 (X2 Posts) Chris Hani District (Intsika Yethu) Ref No: DRDAR: 73/10/2024 O.R. Tambo District (Umthatha, Port St Johns) Ref No: DRDAR: 74/10/2024 (X2 Posts) Amathole District (X2 Zwelitsha, Dutywa, Fort Beaufort, Butterworth & EL) Ref No: DRDAR: 75/10/2024
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician will be required on or before the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician regarding animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Preference will be given to Youth in accordance with the department employment equity Requirement.
<u>POST 40/88</u>	:	<u>GIS TECHNICIAN (PRODUCTION) REF NO: DRDAR: 76/10/2024</u>
<u>SALARY</u>	:	Grade A: R316 536 - R337 791 per annum, (OSD)
<u>CENTRE</u>	:	Dohne & Amathole
<u>REQUIREMENTS</u>	:	Diploma in GIS, Cartography or relevant qualification. Three (3) years post-qualification technical GIS experience. Compulsory registration with PLATO as GISc Technician. A valid driver's license. Understanding of GISc applications and special data queries. Knowledge and capability of GIS software. Understanding of technologies such as GPS. Photogrammetry and remote sensing. Problem-solving and analysis. Planning, organising and execution. Project Management.
<u>DUTIES</u>	:	Perform technical GISc activities. Source spatial information from various data custodians. Capture and clean spatial data from various format and sources. Perform data manipulation according to application Requirement. Apply coordinate systems and projections. Maintain spatial database. Develop and implement relational/ object orientated databases. Produce customized maps to meet client's needs. Advise on GISc equipment, software, data and products. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISc forums. Maintain GISc unit effectiveness by way of maintenance of GISc tools. Training of End - users in basis GISc,

skills. Compilation of content for web publishing, capturing of metadata, updating of GISc software and renewal of licenses.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066

For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE

Preference will be given to Youth in accordance with the department employment equity Requirement.

POST 40/89

ENGINEERING TECHNICIAN (PRODUCTION) REF NO: DRDAR: 77/10/2024

SALARY

R371 253 – R396 522 per annum, (OSD)

CENTRE

Joe Gqabi (Maletswai)

REQUIREMENTS

A qualification at NQF level 6 in Engineering or relevant qualification. At least 3 years' post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician A valid driver's license.

DUTIES

Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirement. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering Operational Plan. Supervise technical and related personnel. Manage assets. Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066

For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/90

ARTISAN FOREMAN GRADE A (DIESEL MECHANICAL) REF NO: DRDAR: 78/10/2024 (X3 POSTS)

SALARY

R362 130 per annum, (OSD)

CENTRE

Chris Hani

REQUIREMENTS

Appropriate Trade Test Certificate as Diesel Mechanic. Minimum of 5 year's post qualification experience as an Artisan Diesel Mechanic. Good writing and verbal communication skills. Ability to work under pressure. A valid driver's license.

DUTIES

Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirement and regulations. Supervise and mentor staff. Planning of resources. Scheduling of works. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES

Mr. N. Mabanga Tel No: (040) 602 5066

For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/91

VETERINARY TECHNOLOGIST (X4 POSTS)

SALARY

R376 413 – R443 403 per annum (Level 08)

CENTRE

Chris Hani (Komani X2 Posts, Middleburg X1 Post) Ref No: DRDAR: 79/10/2024

Sarah Baartman (Makhanda) Ref No: DRDAR: 80/10/2024

REQUIREMENTS

A Bachelor's degree or Advanced Diploma in Veterinary Technology (NQF 7), registration with the South African Veterinary Council and a valid code EB driver's license. 1- 2 years' experience in a veterinary laboratory environment. Knowledge of Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, Meat Safety Act, Fertilizer, Farm Feeds and Related Substances Act, Medicines and Related Substances Control Act, Animal Identification Act, Livestock Improvement Act, Animal Protection Act, Performing Animal Protection Act, Public Service Act, RSA Constitution, Public Service Regulations, ISO/IEC 17025:2017 General Requirement for the competence of testing and calibration laboratories, good laboratory practice, Labour Relations Act, EPMDS, and Basic Conditions of Employment Act. Skills: Disease diagnostics, auditing, project management, presentation, organizational, communication, conflict management, language, listening, presentation, analytical thinking, interpersonal relations, computer, research, time management, report writing and problem solving.

DUTIES

Render a veterinary laboratory diagnostic service. Populate databases, e.g. LIMS, to provide veterinary statistics for national and international planning. Keep up to date with regard to the

applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary diagnostic laboratory service. Perform administrative and related functions. Supervise resources.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/92 : **HR CLERK SUPERVISOR – HR PROVISIONING (X4 POSTS)**

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Bhishe Ref No: DRDAR: 81/10/2024
: Chris Hani (Komani) Ref No: DRDAR: 82/10/2024
: Alfred Nzo (Maluti) Ref No: DRDAR: 83/10/2024
: Dohne Ref No: DRDAR: 84/10/2024

REQUIREMENTS : A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration/Management including PERSAL Certificate/s. Knowledge of and proven experience in utilising PERSAL. Sound knowledge of the Public Service legislation, i.e., Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Good verbal and writing skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health Retirement (PILIR), leave management, service benefits, and service terminations. Proficiency in MS Office (Excel and Word). A valid driver's license.

DUTIES : Implement and maintain Human Resource administration practices. Render administrative functions including, recruitment and selection of staff, appointments, verification of qualifications, vetting of candidates, secretarial functions for interviews, etc. Coordinate the PMDS. Handle HR enquiries. Assist with the preparation of reports on human resource administration issues and statistics. Supervise the implementation and maintenance of human resource administration practices concerning HR Provisioning. Coordinate recruitment and selection; Coordinate implementation of appointments; Implement transfers; Conduct verification of qualifications; Provide secretariat functions at interviews. Administer probations, resettlement, salary structuring, acting allowances and pay progression. Implement grade progression. Approve transactions on PERSAL according to delegations.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/93 : **STATE ACCOUNTANT: SUSPENSE ACCOUNT REF NO: DRDAR: 85/10/2024**

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Chris Hani (Komani)

REQUIREMENTS : A qualification at NQF level 6 in Financial Management/ Public Finance/ Economics. Two (2) years' experience in Finance and/ or related field. Proven experience related to budget planning and implementation. A valid driver's license.

DUTIES : Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections and assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Analyse and check completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Provide monthly IYM analysis findings. Loading of approved budget on BAS. Implementation of signed shifting, virements and rollovers. Correction of misallocations through journals on the system.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 40/94 : **STATE ACCOUNTANT: SALARIES REF NO: DRDAR: 86/10/2024**

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Joe Gqabi

REQUIREMENTS : A qualification at NQF Level 6 in Financial Management/ Accounting/ Cost and Management Accounting / B Com Accounting/ Financial Information Systems / Internal Auditing. Two (2) years' experience in Finance and/ or related field. Good knowledge of the PFMA and National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g. BAS and PERSAL. Knowledge of budgeting and vote account. Computer skills. Good verbal and written communication skills. Problem solving skills. A valid driver's license.

DUTIES : Administer staff salary matters. Receive and check all claims submitted by HR. Process payment of employee benefits. Process other salary related claims. Handle all salary related enquiries. Payroll support. Receive and sort pay slips and IRP files when necessary. Send e-mails to appointed pay-point managers. Distribute pay slips to pay-point managers. Prepare MS Excel spreadsheet for all returned payrolls. Do follow up on unreturned payrolls. Safekeeping of salary related files and payment vouchers. File all salary related payment documents. Submit salary BAS payment vouchers to Registry for safekeeping.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066

<u>POST 40/95</u>	:	<u>COMMUNICATION OFFICER REF NO: DRDAR: 87/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Bhisho A qualification at NQF 6 in Journalism/Communication or equivalent as recognized by SAQA. Three (3) years relevant experience. Computer literacy, verbal, good writing and journalistic skills for media is essential. Must have ability to liaise with stakeholders in the relevant field. Valid Driver's license.
<u>DUTIES</u>	:	Design, compile and edit departmental magazine, internal and external newsletter covering departmental programs and projects. Organize talk shows/media briefings/writing articles/previews and advertorials for marketing the department. Media monitoring- analysis and keeping of press clippings in order to check perceptions within the mainstream media and advise management on responses. Media planning - placing adverts on print and electronic media, jingles and co-ordinate television coverage for the Department.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/96</u>	:	<u>HR CLERK SUPERVISOR: CONDITIONS OF SERVICE REF NO: DRDAR: 88/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Tardi (Tsolo) A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration or relevant qualification. Knowledge of and proven experience in PERSAL will be an advantage. Sound knowledge of the Public Service legislation, i.e., Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Good verbal and writing skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health Retirement (PILIR), leave management, service benefits, and service terminations. Proficiency in MS Office (Excel and Word). A valid driver's license.
<u>DUTIES</u>	:	Administer the implementation of service benefits. Process leave applications, leave gratuity, and leave discounting. Conduct quarterly leave reconciliation. Process online withdrawal of pension benefits. Ensure accurate and updated capturing of data on PERSAL. Quality assures application forms for resignation, retirement, and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Facilitate the implementation of PILIR in the Department. Draft correspondence for approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on the PILIR Steering Committee.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/97</u>	:	<u>ARTISAN (PRODUCTION) MECHANICAL GRADE A (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R230 898 per annum, (OSD) Chris Hani District (Komani) Ref No: DRDAR: 89/10/2024 (X2 Posts) Dohne Ref No. DRDAR: 90/10/2024
<u>DUTIES</u>	:	Appropriate Trade Test Certificate as Diesel mechanic. Knowledge of OHSA Act. Five years post qualification experience as an Artisan. Knowledge of operation of tractors and farm equipment, tools and materials. A valid driver's license.
<u>DUTIES</u>	:	Maintain and repair technical faults related to mechanical according to standards. Test repair tractors and/or equipment against specifications. Service tractors and/or equipment according to schedule. Quality assures serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/98</u>	:	<u>ACCOUNTING CLERK: SUSPENSE REF NO: DRDAR: 91/10/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05) Alfred Nzo (Maluti) National Senior Certificate, NQF Level 4 in Commerce/Accounting/ Financial Management or equivalent qualification. Knowledge of Suspense / Bookkeeping practices. Computer skills (MS Word and Excel). Competencies: Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. Knowledge of Basic Accounting System. (BAS) Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures.
<u>DUTIES</u>	:	Perform daily bank reconciliations on an online BAS functionality, reconciliation of debtors accounts, process debt take on entries on BAS and perform month & year-end closure on the system. Draw, attend and analyse BAS reports and effect necessary adjustment entries for the clearance of bank exceptions / expenditure misallocations / Debt suspense entries. Arrange

proper record keeping and filing of source documents for Bookkeeping and suspense sections. Attend and prompt reply to audit queries of the sections. Provide the required financial information for audit purposes as and when needed by management and auditors.

- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : Preference will be given to youth in accordance with the department employment equity requirement.
- POST 40/99** : **REGISTRY CLERK (MEC SUPPORT) REF NO: DRDAR: 92/10/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 – R254 928 per annum (Level 05)
Bhisho
National Senior Certificate, NQF Level 4. Knowledge of record keeping record management and registry practices and archival procedures. Computer skills. Knowledge of general administration in the Public Service. Knowledge of the handling, safekeeping, and disposal of files. Good interpersonal and communication skills.
- DUTIES** : Perform a variety of administrative duties such as opening mail and distribution thereof to relevant offices. Retrieving and distribution of files. Filing of documents. Safekeeping of documents. Maintenance of various registers in accordance with the File Plan and Electronic Document Management System. Operate office equipment. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 40/100** : **DATA CAPTURER (X6 POSTS)**
- SALARY CENTRE** : R183 279 – R215 892 per annum (Level 04)
O.R. Tambo Ref No: DRDAR: 93/10/2024
Amathole Ref No: DRDAR: 94/10/2024
Chris Hani Ref No: DRDAR: 95/10/2024
Alfred Nzo Ref No: DRDAR 96/10/2024
Sarah Baartman Ref No: DRDAR 97/10/2024
Joe Gqabi Ref No: DRDAR 98/10/2024
- REQUIREMENTS** : National Senior Certificate, NQF Level 4 with relevant post matric certificate in computer Operation/practice. Data capturing knowledge: Analysis of Raw Data. Certificate in computer literacy. Managing files & records. Designing Forms and backup systems.
- DUTIES** : Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spreadsheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data. Provide data management services. Make regular backups of data. Update registers and statistics Provide record-keeping services. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : Preference will be given to Youth and People with Disabilities in accordance with the department employment equity requirement.
- POST 40/101** : **LABORATORY ASSISTANT REF NO: DRDAR 99/10/2024 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R183 279 – R215 892 per annum (Level 04)
Sarah Baartman (Makhanda)
Grade 12 or equivalent qualification (with science and maths). Knowledge of Laboratory environment. Computer skills. Willingness to work with animals and animal specimens, teamwork and good communication. Understanding of Occupational, Health and Safety.
- DUTIES** : Prepare samples for the determination of i.e. chemical residues, pH, EC, mycology etc. Perform routine analysis of samples under mentorship/supervision of senior personnel. Perform basic maintenance on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock. Perform administrative and related functions.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : Preference will be given to Youth in accordance with the department employment equity Requirement.
- POST 40/102** : **FARM FOREMAN REF NO: DRDAR 100/10/2024**
- SALARY CENTRE** : R183 279 – R215 892 per annum (Level 04)
Dohne

<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 3 – Grade 7). Six (6) years' experience in the farming environment, Driver's license. Knowledge, Competencies and skills: Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Ensure management of natural resources i.e., Extinguishing fire, Grading of boundary fence and roads, Grading of Firebreaks, patrolling of the farm. Coordinate farming activities i.e., supply water to livestock, minor repairing of machineries, service. Oversee the execution of routine activities in respect of crop production. Oversee the execution of routine activities in respect of livestock, Machineries and equipment i.e., maintenance of farm machineries, disposing of wastes, maintenance of water reticulation facilities. Perform general activities in respect of infrastructure.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/103</u>	:	<u>TRADESMAN AID (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R155 148 – R182 757 per annum (Level 03) Joe Gqabi (Senqu-Sterkspruit) Ref No: DRDAR 101/10/2024 Chris Hani (Land Use Management) Ref No: DRDAR 102/10/2024
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an ABET certificate equivalent to Grade 10. At least 1 to 2 years' experience in general maintenance and workshop practices. A valid driver's license. Good technical problem-solving abilities. Must be able to communicate in English. Basic knowledge of Health and Safety, First Aid.
<u>DUTIES</u>	:	Site work, maintenance of office-related infrastructure (lights, switchgear), maintenance of water-related equipment (pumps, valves, slices, cranes). Perform any work activities as assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/104</u>	:	<u>COMMUNITY ANIMAL HEALTH WORKER (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R155 148 – R182 757 per annum (Level 03) Amathole District (Butterworth, Ngqamakwe, Centane, Elliodale) Ref No: Drdar:103/10/2024 (X4 Posts) Chris Hani (Engcobo, Emalahleni) Ref No: DRDAR: 104/10/2024 (X2 Posts) Alfred Nzo (Mount Ayliff) Ref No: DRDAR: 105/10/2024 Joegqabi (Elundini) Ref No: DRDAR: 106/10/2024 O.R. Tambo Ref No: DRDAR: 107/10/2024
<u>REQUIREMENTS</u>	:	Grade 10/Standard 8. Related experience in community dipping functions. Preference will be given to local qualifying candidates.
<u>DUTIES</u>	:	Count and record cattle for dipping. Ensure that the water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tank repairs. Ensure that dipping material is safe guarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/105</u>	:	<u>DRIVER/MESSENGER (MEC SUPPORT) REF NO: DRDAR: 108/10/2024</u>
<u>SALARY CENTRE</u>	:	R155 148 – R182 757 per annum (Level 03) Bhisho
<u>REQUIREMENTS</u>	:	Basic education (literacy and numeracy) or NQF Level 3. A valid driver's license is essential. . Good understanding of routes in-between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to and must pass a compulsory driving competency test.
<u>DUTIES</u>	:	Driving of State vehicles. Collect, deliver and distribute documents and parcels for the office of the executive authority. Transport employees in the office of the executive authority and guests of the executive authority. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips and goods handled. Render a general support function in the office of the executive authority.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 40/106</u>	:	<u>GENERAL ASSISTANT - VET LABORATORIES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R131 265 - R154 626 per annum (Level 02) Chris Hani District Ref No: DRDAR: 109/10/2024 (X2 Posts) Sarah Baartman (Makhanda) Ref No: DRDAR: 110/10/2024 (X2 Posts)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an ABET certificate equivalent to Grade 10. Good communication skills. Ability to work shifts including weekends and public holidays. Be able to work on a rotation basis. Honest and reliable. Be in good health to cope with the physical demands of the position. Be able to work in a team.

- DUTIES** : Perform general assistant work: Off and on loading of furniture, equipment, and any other goods. Cleaning of government vehicles. Cleaning of buildings, offices, Labs, equipment and machinery. Responsible for collection, storage and disposal of medical waste. Safeguard building master and spare keys. Oversee and prepare boardrooms for meetings and gatherings. Empty dustbins in all designated areas. Remove office items/furniture from one area to another for effective cleaning. Store and safeguard cleaning materials and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : Preference will be given to Youth in accordance with the department employment equity Requirement.
- POST 40/107** : **FOOD SERVICE AID: (MEC SUPPORT) REF NO: DRDAR: 111/10/2024**
- SALARY** : R131 265 -R154 626 per annum (Level 02)
- CENTRE** : Bhishe
- REQUIREMENTS** : ABET level 4. Working knowledge of hospitality methods, material and equipment. Communication skills. Interpersonal skills. Basic literacy. Time management. Ability to work according to schedule in the relevant Executive Authority work environment.
- DUTIES** : Clean and set up kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Set up and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and reporting waste and losses.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

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

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

- APPLICATIONS** : Directions to applicants: Applications must be submitted electronically via an E- Recruitment System @ <https://ihealth.fshealth.gov.za/e-Recruitment> and the recently updated comprehensive CV must be uploaded. Separate application must be submitted for every vacancy.
- CLOSING DATE** : 15 November 2024
- NOTE** : Applicants are requested to complete their profile on the E-Recruitment System properly and in full. The E-Recruitment System will not allow late applications. The onus is on the applicants to ensure that their profiles are updated, and they apply accordingly on the E-Recruitment System. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation report (only when shortlisted). No manual applications will be considered. The recommended candidate(s) for OSD production posts Must submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. Failure to do so will result in your application being disqualified. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. Applications that do not comply with these instructions will not be considered. The Department reserves the right not to appoint. Note: Only shortlisted candidates will be required to submit certified copies of their qualifications.

MANAGEMENT ECHELON

- POST 40/108** : **CHIEF EXECUTIVE OFFICER REF NO: H/C/10/2024**
- SALARY** : R1 436 022 – R1 716 933 per annum (Level 14), all -inclusive package consists of 70% basic salary and 30% flexible portion that is structured in terms of the applicable rules, medical Aid (Optional).
- CENTRE** : Pelonomi Tertiary Hospital, Bloemfontein
- REQUIREMENTS** : Matric, plus an undergraduate qualification (NQF 7) in a clinical related field (Health / Medical Sciences) as recognized by SAQA. Post graduate degree in a clinical/administrative field (NQF 8), as recognized by SAQA will be an added advantage. A minimum of 5 years' experience at senior management level, preferably in a health sector. Successfully completed SMS Pre-entry programme (Nyukela) and obtained a certificate. A valid driver's license. Knowledge And Skills: Knowledge of Health-related policies and regulations, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Public Financial Management Act (PFMA) Treasury Regulations and Financial Systems etc. Skills: 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. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic Programmes, Good Communication skills, Presentation skills. Turnaround and service delivery innovation. Problem solving and analysis, communication, Client orientation and customer focus. Project Management and strategic capability and leadership.
- DUTIES** : To plan, direct, coo-ordinate and manage the delivery of clinical and administrative tertiary hospital services in an effective and efficient manner, working with the key executive management team and within the legal and regulatory framework, and governance requirements. To present the hospital authoritatively at Provincial and Public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-Point Plan, National, Provincial, Regional and District Plans. Financial management. Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, system and procedure are in place to enable prudent management of financial resources, financial, resource mobilization, monitoring and evaluation and asset and risk management. Hospital Operational Management. Ensure hospital operations support system and processes are in place to support clinical operation. Ensure that system and procedures are place to ensure planning and timeous and maintenance of equipment. Human Resource Management Development, implement and maintain human resource, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and management of equipment and suppliers: implement a procurement and provisioning system

that is fair, transparent, competitive and cost effective in terms of provincial delegation authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care and compliance with the National Core Standards for the prevention of Medico-Legal hazards. Establish community networks and provide technical support to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety. Manage the institutions risk to ensure optimal achievement of health outcomes.

ENQUIRIES APPLICATIONS : Dr BE Mzangwa Tel No: (051) 408 1864
: To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 40/109 : **PRINCIPAL NURSING COLLEGE-PND6 REF NO: H/PNC/01**
(Re-Advertisement, those who previously apply are encouraged to apply)

SALARY : R1 216 824 - R1 433 355 per annum (Level 13), all -inclusive package consists of 70% basic salary and 30% flexible portion that structured in terms of the applicable rules, medical Aid (Optional).

CENTRE REQUIREMENTS : Free State School of Nursing, Bloemfontein
: Matric plus a Diploma / Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post Graduate qualification in Nursing Education and Nursing Management registered with the SANC. Proof of registration with the South African Nursing Council (SANC) as Professional Nurse. Master's Degree in Nursing at NQF level 9 as recognized by SAQA (Will only be submitted by shortlisted candidates). A minimum of 13 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 9 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. 5 years of experience in middle management/Senior Managerial level, preferably in Administration, Nursing Education, or Primary Health Care. Successfully completed SMS Pre-entry programme (Nyukela) as offered by the National School of Government (NSG) and obtained a certificate. A valid unendorsed driver's license. A PHD will serve as an added advantage. Knowledge And Skills: Knowledge of various Acts, Regulations, and Policies that affect nursing education management. Good problem solving-, organising-, co-ordination, administrative, and analysing skills. Strategic capability, management and leadership skills. Conflict resolution and management skills. Public finance management skills. Innovative-, reporting-, networking-, and liaising skills. Computer literacy skills. Ability to work under pressure.

DUTIES : Facilitate Nursing Education and Training of Student Nurses in the catchment area to achieve departmental goals and objectives. Manage education and training of Nurses provided by campuses and overall management of the College consisting of 3 campuses and sub-campuses. Facilitation of Human Resources Development. Manage support services such as Human Resources, Library, Student affairs, material and physical resources at the Nursing College. Manage Finances of the College. Enhance corporate image of FSSoN and the Department. To give direction and co-ordinate nursing education within the department.

ENQUIRIES APPLICATIONS : Me MA Mofubelu Tel No: (051) 408 1562/1752
: To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 40/110 : **DISTRICT DIRECTOR (X3 POSTS)**

SALARY : R1 216 824 – R1 433 355.per annum (Level 13) per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District Ref No: H/D/2/2024
Thabo Mofutsanyana District Ref No: H/D/3/2024
Xhariep District Ref No: H/D/4/2024

REQUIREMENTS : Matric, plus an undergraduate qualification NQF 7 in a clinical related field as recognized by SAQA. Post graduate degree in a clinical/administrative field (NQF 8), as recognized by SAQA will be an added advantage. At least 5 years' experience at middle management / senior manager level, preferably in the health sector. Successfully completed SMS Pre-entry programme (Nyukela) and obtained a certificate. A valid driver's license. Knowledge And Skills: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedures, Treasury Regulations and Financial System etc. Public Health System. Leadership, organizational, decision making and problem-solving abilities within the limit of public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes. Good communication skills. Presentation skills, decision making. Computer skills.

DUTIES : Provide Strategic leadership and create social compact for better health outcomes within the department and develop strategic objectives of the district health service in line with the departmental goals. Manage all the resources for sustainable health service delivery of the facilities under the supervision. Optimize and support implementation of key priority health

programmes. Build a strategic and dedicated workforce that is responsive to service demands. Develop and promote the vision, mission and objectives of the district and inspires others to deliver the objective as set by the department. Develop, implement and maintain a framework/ programme against which the district performance can be evaluated and monitored. Oversee District administrative support services including the coordination of District Operational planning, Monitoring, Reporting and providing information. Management of all resources.

ENQUIRIES : Dr GM London Tel No: (051) 408 1571
APPLICATIONS : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 40/111 : **CHIEF EXECUTIVE OFFICER (X2 POSTS)**

SALARY : R1 216 824 – R1 433 355 per annum (Level 13), all -inclusive package consists of 70% basic salary and 30% flexible portion that is structured in terms of the applicable rules, medical Aid (Optional)

CENTRE : Bongani Regional Hospital Ref No: H/C/11/2024
Mofumahadi Manapo Mopeli Regional Hospital Ref No: H/C/12/2024

REQUIREMENTS : Matric, plus an undergraduate qualification NQF 7 in a clinical related field as recognized by SAQA and an additional post graduate degree/diploma in management. A minimum of 5 years' Middle Management or Senior Management level experience in the Health Sector management environment. Successfully completed an SMS Pre-entry programme (Nyukela) and obtained a certificate. A valid driver's license. Knowledge And Skills: Knowledge: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: 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. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic Programmes, Good Communication skills.

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative regional hospital services through working with the key executive management team within the legal and regulatory framework: to represent the hospital authoritatively at provincial and public forums: to provide Strategic Leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic planning: prepare a strategic plan for the hospital to ensure that it is in line with the 10-Point Plan, National, Provincial, Regional and District plans. Financial Management: maximize revenue through collection of all income due to the hospital: ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines: ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: ensure business support and systems to promote optimal management of the institution as well optimal service delivery: ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA; ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: oversee clinical governance to ensure high standards of patient care and prevention of Medico-legal hazards; establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety: manage the institution's risks to ensure optimal achievement of health outcomes. Health.

ENQUIRIES : Dr BE Mzangwa Tel No: (051) 408 1864
APPLICATIONS : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 40/112 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND PLANNING**

SALARY : R1 216 824 – R1 433 355 per annum (Level 13), all -inclusive package consists of 70% basic salary and 30% flexible portion that structured in terms of the applicable rules, medical Aid (Optional)

CENTRE : Corporate Office, Bloemfontein

REQUIREMENTS : Matric, plus an undergraduate qualification in Human Resource Management / Public Management/ Industrial Psychology or equivalent at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at Senior Management/ middle management level in Human Resources, PERSAL system or relevant HR Personnel System as well as employee conditions of service. Successful completion of the Nyukela SMS Pre-entry certification endorsed by National School of Government. Extensive experience in Human Resource Management

environment. A valid driver's license as well as willingness to travel frequently as required. Knowledge and Skills: Knowledge and understanding of the Directive on Human Resources Management and Development for Public Services Professionalization, Legislative frameworks relating to Human Resources, remuneration and benefits, Public Finance Management Act (PFMA), Treasury Regulations, Budgeting and Financial Management. Knowledge of White paper on Transformation of the Public Service Act, Public Service Regulation, and Basic Condition of Employment Act, Batho Pele Principles. National Health Act, Provincial Health Act, Free State Hospitals Act, Free State Nursing Education Act, National Development Plan. Knowledge and understanding of Human Resource Delegations as well as Departmental Regulatory Framework. Excellent problem solving and decision making, strategic planning, leadership, project management, Programme and project management, people and change management, communication (verbal and written), organizing, policy development and implementation, report writing, problem solving, financial management, sound analytical, research, planning and presentation, Computer literacy, Conflict management, Business continuity and time management, Accountability, change and knowledge management, interpersonal skills. Good coordination and stakeholder liaison, human resource and performance management and learning development skills. Ability to work independently and with a team.

DUTIES : Provide strategic direction and leadership on human resource management matters. Development of human resources strategies and initiatives aligned with the overall business strategy. Effectively manage the development, alignment of the organisational structure, establishment and job evaluation function and ensure that the department has an approved organisational structure. Manage and monitor the performance of the Directorate. Manage the provision of human administration services, human resource planning and employment equity, Organizational Development and Change Management, Performance Management and implement strategic objectives and innovation within the Directorate. Ensure effective governance and compliance with relevant prescripts. Manage and monitor the resources (Human/ Finance/ Equipment/ Assets and Audit queries) within the Directorate. Manage and oversee the administration of the PERSAL system regarding staff establishment. Manage effective and efficient recruitment, selection, appointment, the processing of transactions on service benefits, HH policy planning, human resource practice and compliance with regulatory framework. Develop the Annual Operational plan, Risk Register, Audit Register of the directorate. Ensure quarterly / annual performance review plans. Allocate resources and ensure the development of employees within the Directorate.

ENQUIRIES APPLICATIONS : Me. MA Mofubelu Tel No: (051) 408 1562/1752
: To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 40/113 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY : R1 216 824 – R1 433 355 per annum (Level 13), all -inclusive package consists of 70% basic salary and 30% flexible portion that is structured in terms of the applicable rules, medical Aid (Optional)

CENTRE REQUIREMENTS : Corporate Office, Bloemfontein
: Matric, plus an undergraduate qualification in Supply Chain Management / Public Management/ Financial Management /related Law qualification at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at Senior Management/ middle management level. Successful completion of the Nyukela SMS Pre-entry certification endorsed by National School of Government. Extensive experience in Supply Chain Management environment. Valid driver's license. Knowledge And Skills: Broad knowledge of SCM processes and Treasury regulations. Policy development. Public Service Regulations as amended. Public Finance Management Act. Interpersonal Skills. Communication Skills. Planning Skills. Negotiation Skills and Presentation Skills.

DUTIES : Ensure effective and efficient guidance (policy formulation) over Procurement and Performance functions in the department in terms of prescripts of SCM Framework, regulations, PFMA, PPPFA and related Acts (BBBEEA). Manage the effective co-ordination of the bidding process, responsive contract and promote adherence which support current empowerment policies and in line with PFMA, PFMA, PPPFA, BBBEE Act and SCM Framework Regulations. Maintain and ensure compliance to the prescripts of PFMA pertaining to compliance and contract management, Supply Chain Risk Management as well as improve suppliers performance including institutions within the department. Co-ordinate and ensure co-operation in all the institution, office and directorates in the department to improve bid management processes. Provide support to Chief Directorate, CFO and provide reports regarding procurement issues as well as to improve internal and external communication. Manage the Directorate: SCM and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES APPLICATIONS : Me. MS January Tel No: (051) 408 1000
: To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 40/114 : **DIRECTOR: TB PROGRAMMES IMPLEMENTATION**

SALARY : R1 216 824 – R1 433 355 per annum (Level 13), all -inclusive package consists of 70% basic salary and 30% flexible portion that is structured in terms of the applicable rules, medical Aid (Optional)

CENTRE REQUIREMENTS : Corporate Office, Bloemfontein
 : Matric, plus undergraduate qualification (NQF7) in Public Health/ Degree in Nursing/ Social Science as recognized by SAQA. Registered as Professional with the recognized body. Minimum of 5 years' experience at Senior Management/ middle management level. Successful completion of the Nyukela SMS Pre-entry certification endorsed by National School of Government. Valid driver's license. Knowledge And Skills: Strategic leadership. Client orientation and customer focus. Problem Solving and analysis. Communication skills. Project management. Teamwork.

DUTIES : Management of Comprehensive Care and Treatment for TB patients. Planning development of TB prevention and mitigating programs. Provide care and support services to people infected and affected by TB.

ENQUIRIES APPLICATIONS : Me. BS Ramodula Tel No: (051) 408 1632
 : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

OTHER POSTS

POST 40/115 : **CHIEF EXECUTIVE OFFICERS (X5 POSTS)**

SALARY : R1 003 890 – R1 182 534 per annum (Level 12), all -inclusive package consists of 76% basic salary and 24% flexible portion that is structured in terms of the applicable rules, medical Aid (Optional)

CENTRE : Katheho/ Winburg Hospital Complex Ref No: H/C/13/2024
 : Dr JS Moroka District Hospital, Thaba Nchu Ref No: H/C/14/2024
 : Tokollo/ Mafube Hospital Complex Ref No: H/C/15/2024
 : Elizabeth Ross District Hospital, Bethlehem Ref No: H/C/16/2024
 : Senorita Ntlabathi District Hospital, Ladybrand Ref No: H/C/17/2024

REQUIREMENTS : Matric, plus an undergraduate qualification in management or related Health/ Medical Science field at NQF 6 as recognized by SAQA. Minimum of 3 to 5 year's functional experience in middle management or junior management. A valid driver's license. Knowledge And Skills: Public Finance Management, Treasury Regulations, Public Service Act and Regulations. Public Financial Management Act, SCM procedure, National Health Act. Labour Relations Act. Management of Health Information, Occupational Health and Safety Act. Proficiency in project appraisal, Proficiency in project management, Strategic capacity and leadership, good negotiating and influencing skills. Honesty, integrity and ethics, initiatives, negotiations. Computer Literacy, Financial Management. Time management, strategic orientation. Policy development and management and project management. Service delivery innovation. Client service orientation. Concern for quality and order. Effective communication, emotional intelligence, networking and influencing. Problem solving and analysis, resilience, valuing, diversity, vision and purpose.

DUTIES : Ensure the effective and efficient overall management of the hospital in terms of relevant acts and delegations, human resource management and people development, hospital management and planning, corporate governance, procurement and the management of equipment and facilities. Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspect of patient care and ensure high standards of patient care. Serve on various internal and external committees and provide input into the development of Provincial policy and strategy on the provision of health/medical care. Create an enabling environment to promote the academic development of medical students and associate health care professional / practitioners.

ENQUIRIES APPLICATIONS : Dr G London Tel No: (051) 408 1944
 : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 40/116 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: H/C**

SALARY : R849 702 - R1 000 908 per annum (Level 11), all -inclusive package consists of 75% basic salary and 25% flexible portion that structured in terms of the applicable rules, medical Aid (Optional)

CENTRE REQUIREMENTS : Corporate Office, Bloemfontein
 : Matric, plus an undergraduate qualification in National Diploma HRM/ B-Degree Human Resource Management/ Public Management, Industrial Psychology or equivalent at NQF 6 or NQF 7 level as recognized by SAQA. Minimum of 3-5 year's functional experience in middle management (Deputy Director Level) or junior management (Assistant Director Level) within human resources environment. Extensive knowledge and successful completion of PERSAL courses relevant to human resources administration. A valid driver's license. Knowledge And Skills. Knowledge of the (PSR). Knowledge of Public Service Regulatory Frameworks relevant to Human Resource Management and Planning, e.g. Public Service Act (PSA), Public Service Regulations (PSR), Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Skill Development Act, Public Finance Management Act (PFMA), National Health Act, Provincial Health Act, Free State Hospitals Act, Free State Nursing Education Act, National Development Plan. Knowledge and understanding of Human Resource Delegations as well as Departmental Regulatory Framework. Client orientation and customer focus. People management and empowerment. Financial and knowledge management. Programme and project management. Accountability, change and knowledge management. Conflict

management and resolution. Business continuity and time management, Problem Solving and analysis. Planning, Organizing, Leading & Co-ordination skills. Time Management. Strategic Planning. Policy analysis and development. Good Communication and interpersonal skills. Report writing skills. Presentation and Facilitation skills. skills. Leadership skills. Negotiation skills. Influencing and networking skills. Coaching and mentoring, Conflict management. Computer literacy.

DUTIES : Render effective and efficient human resources administrative services (human resources life cycle) and human resources records management services in line with the relevant prescripts. Manage the resources of Human Resources Administration Sub-Directorate (Human, Financial, Assets/ Equipment). Manage employee relations and personnel discipline within the Sub Directorate. Manage human resources governance structures.

ENQUIRIES : Me. MA Mofubelu Tel No: (051) 408 1562/1752

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

POST 40/117 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: H/C**

SALARY : R849 702 - R1 000 908 per annum (Level 11), all -inclusive package consists of 75% basic salary and 25% flexible portion that structured in terms of the applicable rules, medical Aid (Optional)

CENTRE : Corporate Office, Bloemfontein

REQUIREMENTS : Matric, plus an undergraduate qualification in Finance/Public Administration /Economic/ Risk management or equivalent at NQF as recognized by SAQA. Minimum of 3- 5 year's functional experience in middle management (Deputy Director Level) or junior management (Assistant Director Level). A valid drive's license. Knowledge And Skills. Relevant legislation applicable to risk management. Risk management processes and techniques. Public Finance Management PFMA), Public Service Regulations (PSR) Public Service Act (PSA). National Development Plan. People Management. Financial Management. Policy analysis and development. Strategic planning. Project Management. Change and knowledge Management. Ability to motivate people. Problem solving skills. Competent Organizational. Communication effectiveness. Ability to work independently.

DUTIES : Develop risk management strategies, system (methodologies, models and tools etc). policies and annual risk management plan. Manage, implement, review and improve the risk management framework. Facilitate the institutional risk management. Manage the Sub-Directorate (Risk Management)

ENQUIRIES : Mr. MT Moremi Tel No: (051) 408 1562/1752

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

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 40/118** : **MEDICAL SPECIALIST: PAEDIATRIC NEUROLOGY REF NO: REFS/021894**
Directorate: Paediatrics and Child Health
- SALARY** : R1 271 901 per annum, (all-inclusive). Please note that salary will be adjusted according to years of experience as per OSD policy.
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
- DUTIES** : Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Paediatric neurology. Registration with the HPCSA as Medical Specialist in Paediatric neurology. No experience required after registration with the HPCSA as Medical Specialist in Paediatric neurology. The following will serve as added advantage: Experience after registration as a Paediatric neurology.
- DUTIES** : As a consultant, the candidate will be responsible for clinical management of the Paediatric Neurology unit at CMJAH and expected to work with the general Paediatric as well. The incumbent will be required to lead operational and academic services including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise fellows, registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required: To set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff; To co-ordinate sub specialist services at CMJAH, and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. To participate in the academic duties of the WITS school of medicine, Paediatric, and child health department. Performance of research and Supervision of MMed students and fellows within the department. Training and supervision of senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. To provide medical support and guidance within a medical multidisciplinary team.
- ENQUIRIES APPLICATIONS** : Prof M.C Mulaudzi Tel No: (011) 488 4246 / Ms L Maseko Tel No: (011) 488 3711
- ENQUIRIES APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. Please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. The electronic Z83 on the GPG website must be fully completed. On Z83 the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, encouraged to apply.
- CLOSING DATE** : 15 November 2024

- POST 40/119** : **MEDICAL SPECIALIST REF NO: REFS/021895**
Directorate: Diagnostic Radiology
- SALARY** : R1 271 901 per annum, (all-inclusive). Please note that salary will be adjusted according to years of experience as per OSD Policy.
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Diagnostic Radiology. Registration with the HPCSA as Medical Specialist in Diagnostic Radiology. No experience required after registration with the HPCSA as Medical Specialist in Diagnostic Radiology. The following will serve as added advantage: Experience and training in Interventional Radiology.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO legal Documents timeously. (e.g., Death Certificate). Participate in academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audit and where necessary quality improvement plans. Assist HOD to monitor, implement and adhere to the compliance to National Core Standards within their specific outreach programs. Preparing and writing of reports. Assist the clinical head with administration duties.
- ENQUIRIES APPLICATIONS** : Dr L Gabuza Tel No: (011) 488 3368 / 4556/Ms L Maseko Tel No: (011) 488 3711
Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. Please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. The electronic Z83 on the GPG website must be fully completed. On the Z83 the Department where position was advertised, it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, encouraged to apply.
- CLOSING DATE** : 15 November /2024
- POST 40/120** : **MEDICAL SPECIALIST ENDOCRINE AND ACUTE CARE REF NO: REFS/021890**
Directorate: Surgery
- SALARY** : R1 271 901 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Surgery. HPCSA registration as Medical Specialist in Surgery. No experience required after registration with the HPCSA as a Medical Specialist in Surgery.
- DUTIES** : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training And Teaching: Advice and supervise Registrars. Formal teaching to postgraduate and undergraduate and postgraduate

staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve knowledge and clinical outcomes. Note: This is a joint- appointment with WITS University and also within the Charlotte Maxeke Johannesburg Academic Hospital Cluster of hospitals and cluster hospitals. Please note that medical surveillance is mandatory. Also note that successful candidates will be subjected under employment vetting) i.e. Criminal record checks, qualification verification etc)

ENQUIRIES

: Prof T.E. Luvhengo Tel No: (011) 488 3373
Ms L. Maseko Tel No: (011) 488 3711

APPLICATIONS

: Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. Please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.

NOTE

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

CLOSING DATE

: 15 November 2024

POST 40/121

: **MEDICAL SPECIALIST REF NO: REFS/021898**
Directorate: Adult Psychiatry

SALARY

: R1 271 901 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Psychiatry. Registration with the HPCSA as Medical Specialty in Psychiatry. No experience required after registration with the HPCSA as a Medical Specialist in Psychiatry.

DUTIES

: To provide and manage services in the assessment and management of Psychiatric patients. To provide clinical supervision to Registrars, Medical Officers and multi-disciplinary team members. To provide strategic and operational leadership for adult Psychiatry within the institution. To contribute to clinical management within the hospital and assist the Clinical Manager with matters related to clinical management within the institution. To conduct, support and promote teaching and research. To serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand and to participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals.

ENQUIRIES

: Dr N. Ariefdien Tel No: (010) 214 0612/Ms L. Maseko Tel No: (011) 488 3711

APPLICATIONS

: Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. Please Use the Reference as The Subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. The electronic Z83 on the GPG website must be fully completed. On the Z83 the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective

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

- CLOSING DATE** : 15 November 2024
- POST 40/122** : **RADIOGRAPHER: THERAPY REF NO: REFS/021896**
Directorate: Radiation Therapy
- SALARY** : R376 524 per annum, (plus benefits). Please note that salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate Qualifications that allows registration with the HPCSA as Radiographer: Independent Practise: Therapy. Ability to work under pressure, be able to work beyond office hours, e.g. emergencies and overflow of booked patients. Must be computer literate.
- DUTIES** : Ability to work under pressure, be able to work beyond office hours, e.g. emergencies and overflow of booked patients. Must be computer literate. Treat all, patients completely, effectively and accurately according to departmental protocols, based on local and international research. Participation in academic activities. Responsible for localization planning and accurate delivery of radiation treatment to patients with neo-plasms. Physical and emotional support of patients. Daily and weekly quality assurance. Administrative duties, e.g. patient's and statistics. Assist students during clinical work to develop radiography skills.
- ENQUIRIES** : Dr S Mabunda Tel No: (011) 488 3710/ Ms. S Mbatha Tel No: (011) 488 2215/ Ms. M Maseko Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. The electronic Z83 on the GPG website must be fully completed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
- CLOSING DATE** : 15 November 2024

POST 40/123 : **MEDICAL SPECIALIST (SESSION) REF NO: REFS/021889**
 Directorate: Surgery

SALARY : R612. 00 per hour
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Registration with the HPCSA as Medical Specialist in Surgery. No experience required after registration with HPCSA as a Medical Specialist in Surgery.

DUTIES : As part of the health care team, registrars participate in safe, cost-effective evidence- based, and compassionate patient care: including participating in outreach programs. Applies cost containment measures in the provision of patient care as a trainee specialist. Medical Officer participates in the educational activities of their chosen speciality training program. Service commitments to CMJAH and cluster hospital. Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism, and punctuality. Expected ability to work in a team and to report all potential conflicts of interest and corruption.

ENQUIRIES : Prof T.E. Luvhengo Tel No: (011) 488 3373/Ms L. Maseko Tel No: (011) 488 3711
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. Please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02. Please note that salary will be adjusted according to years of experience as per OSD policy.

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

CLOSING DATE : 15 November 2024

POST 40/124 : **CLINICAL TECHNOLOGIST (SESSION) REF NO: REFS/021897**
 Directorate: Cardiology

SALARY : R248.per hour
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : An appropriate qualification that allows for the required registration with the HPCSA in Cardiology. Registration with the Health Professional Council of South Africa (HPCSA) in Cardiology. No experience required after registration with the Health Professional Council of South Africa (HPCSA) in Cardiology in respect of RSA qualified employees who performed Community Service, as required in South Africa. One- year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. The following will be an added advantage: Good interpersonal skill.

DUTIES : The suitable candidate will conduct diagnostic, therapeutic and corrective procedures on patients using specialized Cardiology equipment. Candidate must be able to function independently in all procedures: ECGs (Stress tests and Routine), Holter ECG, ABP, Echocardiography, and Pacemaker implantation and follow-ups, assist with TEE'S. Do Cardiac Catheterization procedures, TAVI, intra-aortic balloon pumping. Supervise students, teaching, and assessments.

ENQUIRIES : Mrs. R Kgomommu Tel No: (011) 488 3545 / Ms L Maseko Tel No: (011) 488 3711
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. Please use the reference as the subject or alternatively

submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02. Please note that salary will be adjusted according to years of experience as per OSD policy.

NOTE

- : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. The electronic Z83 on the GPG website must be fully completed. On the Z83 the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserve the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
- : 15 November 2024

CLOSING DATE

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

- : In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. To apply for the below positions, please apply on this email: GPDRTRecruitment@gauteng.gov.za and for general enquiries please contact Human Resource at 083 324 0044/ 083 792 4851.

CLOSING DATE

- : 15 November 2024

NOTE

- : Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 40/125

- : **CHIEF ENGINEER: STRUCTURES AND TECHNICAL SUPPORT SERVICES REF NO: REFS/021862**
Branch: Roads Infrastructure
Directorate: Design Services

SALARY

- : R1 200 426 – R2 264 130 per annum, (all-inclusive package)

CENTRE

- : Johannesburg

REQUIREMENTS

- : Engineering Degree [B Eng/ Bsc (Eng)] in Civil/Structural Engineering. Minimum of 6 years post qualification relevant engineering experience in hydraulic and structural design for roads and bridges, and the preparation of tender documentation as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. Knowledge: GPG and GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of GPG political and executive structure.

Engineering professional Act. Gauteng Transport Infrastructure Act 2001. National Land Transport Act. Architectural Profession Act. Landscape Architectural Profession Act. Programme and project management. Engineering design and analysis. research and development. Computer aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating High performance culture. Professional judgement. Networking Attributes- Decisive. Responsive. Credible. Flexible/Change oriented. Proactive and resourceful.

DUTIES : Plan for and undertake structural designs for roads, bridges and transport infrastructure. Hydraulic design of bridges and culverts. Prepare tender documentation and manage consulting engineering contracts. Validate compliance with departmental design policies, standards and procedures. Contribute to the condition assessments for roads and bridges and make recommendations for bridge maintenance and repairs. Lead panel inspections for roads structures (culverts, bridges etc.) and management of these assets. Validate drainage designs by consultants for road construction and road rehabilitation projects. Prepare performance reports and manage risks for structures in road reserves. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the provincial and national infrastructure forums. Mentor Candidate Engineers, Technologists and Technicians employed by the Department.

ENQUIRIES : Mr. E Mashaba Tel No: (011) 355 7340

POST 40/126 : **CHIEF ENGINEER: MATERIAL SERVICES REF NO: REFS/021864**
Branch: Roads Infrastructure
Directorate: Design Services

SALARY : R1 200 426 – R2 264 130 per annum, (all-inclusive package)
CENTRE : Koedoespoort (Pretoria)
REQUIREMENTS : Engineering Degree [B Eng/ Bsc (Eng)] in Civil/Pavement Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as a professional Engineer. Knowledge: GPG and GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of GPG political and executive structure. Engineering professional Act. Gauteng Transport Infrastructure Act 2001. National Land Transport Act. Architectural Profession Act. Landscape Architectural Profession Act. Programme and project management. Engineering design and analysis. research and development. Computer aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating High performance culture. Professional judgement. Networking Attributes- Decisive. Responsive. Credible. Flexible/Change oriented. Proactive and resourceful.

DUTIES : Plan for and undertake pavement designs for roads. Prepare tender documentation and manage consulting engineering contracts. Validate compliance with departmental design policies, standards and procedures. Contribute to the condition assessments for roads and make recommendations for repairs. Lead panel inspections for roads and management of these assets. Quality control pavement designs by consultants for road construction and road rehabilitation projects. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the provincial and national infrastructure forums. Mentor Candidate Engineers, Technologists and Technicians employed by the Department.

ENQUIRIES : Mr. E Mashaba Tel No: (011) 355 7340

POST 40/127 : **CHIEF ENGINEER REF NO: REFS/021865**
Branch: Roads Infrastructure
Directorate: Traffic Engineering

SALARY : R1 200 426 – R2 264 130 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Engineering Degree (B Eng/ Bsc (Eng)) in Civil Engineering. Minimum of 6 years post qualification relevant engineering experience in Road Safety Design and/or Traffic and Transportation Engineering and/or Geometric Design as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer Knowledge and Skills. GPG and GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Knowledge of SLAs. Management information knowledge. GTIA (Act 8 of 2001). Gauteng Infrastructure Act 2001. National Land Transport Act 2009. National Road Traffic Act ,93 of 1996. Road Infrastructure Strategic Framework of South Africa (RISFSA), 2006. COTO Standard Specifications for Road and Bridge Works for South African Road Authorities,2020. Project management methodologies. Business performance management. Research. Stakeholder relations management Analytical thinking. Policy formulation. Computer utilization. Problem solving abilities. Decision making. Customer focused. Communication Attributes- Responsive, Credible, Flexible/Change Oriented, and Innovative.

DUTIES : Develop a Scope of Works for the Road Safety Audit Team, comprised but is not limited to the following: Project Information Review; Conduct Site Inspection/s; Produce Road Safety Audit Report/s; Issue Road Safety Audit Report/s; Review Road Safety Audit Findings and Recommendations; Compile and Issue Response Report including Risk Assessment of Safety

Concerns; Lead Implementation of Road Safety Designs; Provide written feedback on lessons learned and knowledge gained; Establish and Maintain Road Safety Record and Information Portal. Develop and Train Team members.

ENQUIRIES : Mr. E Ramokhoase Tel No: (011) 355 7121

POST 40/128 : **CHIEF ENGINEER REF NO: REFS/021866**
Branch: Roads Infrastructure
Directorate: Roads Information Management Services (RIMS)

SALARY : R1 200 426 – R2 264 130 per annum, (all-inclusive package)
CENTRE : Johannesburg and Koedoespoort
REQUIREMENTS : Engineering Degree [B Eng/ Bsc (Eng)] in Civil/Structural Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. Knowledge And Skills: GPG and GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Knowledge of SLAs. Management information knowledge. GTIA (Act 8 of 2001). Gauteng Infrastructure Act 2001. National Land Transport Act 2009. National Road Traffic Act ,93 of 1996. Road Infrastructure Strategic Framework of South Africa (RISFSA), 2006. COTO Standard Specifications for Road and Bridge Works for South African Road Authorities,2020. Project management methodologies. Business performance management. Research. Stakeholder relations management Analytical thinking. Policy formulation. Computer utilization. Problem solving abilities. Decision making. Customer focused. Communication Attributes- Responsive, Credible, Flexible/Change Oriented, and Innovative.

DUTIES : The Chief Engineer will be required to perform Duties in both the Road Asset Management Sub-Directorate as well as the Infrastructure Protection Sub-Directorates. To establish, maintain and execute efficient procedures for the Road Information Directorate i.e. both infrastructure Protection and Road Asset Management Service. Manage staff and resources within the Directorate. Management of road network condition assessments (visual and instrumental data) and optimization of fund allocations for road construction, rehabilitation and maintenance. Implement road asset management systems and procedures. Prepare Infrastructure Asset Management Plan for Roads. Prepare Project Initiation Reports for roads projects. Provide specifications and tender documents for data collection. Analyse the data collected and update the RAMS. Prepare the RAMP document. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Establish, maintain and execute efficient procedures to process applications for wayleaves as per GTIA (Act 8 of 2001). Establish and maintain wayleave records for the province. Maintain the running and functioning of the wayleaves system. QA and approve wayleave applications. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people (consultants and staff).

ENQUIRIES : Ms. A. Crowie Tel No: (011) 355-9029

POST 40/129 : **CHIEF ENGINEER REF NO: REFS/021867**
Branch: roads infrastructure
Directorate: construction standards and quality assurance

SALARY : R1 200 426 – R2 264 130 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Engineering Degree [B Eng/ Bsc (Eng)] in Civil/Structural Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. Knowledge And Skills: GPG and GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Knowledge of SLAs. Management information knowledge. GTIA (Act 8 of 2001). Gauteng Infrastructure Act 2001. National Land Transport Act 2009. National Road Traffic Act ,93 of 1996. Road Infrastructure Strategic Framework of South Africa (RISFSA), 2006. COTO Standard Specifications for Road and Bridge Works for South African Road Authorities,2020. Project management methodologies. Business performance management. Research. Stakeholder relations management Analytical thinking. Policy formulation. Computer utilization. Problem solving abilities. Decision making. Customer focused. Communication Attributes- Responsive, Credible, Flexible/Change Oriented, and Innovative.

DUTIES : Manage the development and application of uniform construction standards and specifications for roads infrastructure projects. Oversee the implementation and recording of materials testing. Implement quality assessments of materials and quality assessments for departmental infrastructure projects. Liaise with all role players (industry, educational, institutional and governmental) regarding the development, implementation and monitoring of construction standards. Implement technical measurements for infrastructure projects (commercial and departmental laboratories). Manage and develop people. Mentor Candidate Engineers and technicians employed by the Department.

ENQUIRIES : Mr. Aleck Magora Tel No: (012) 310 2334

<u>POST 40/130</u>	:	<u>CHIEF ENGINEER FREIGHT TRANSPORT PLANNING REF NO: REFS/021869</u> Branch: Transport Directorate: Freight Transport & Transport Integrated Planning
<u>SALARY</u>	:	R1 200 426 – R2 264 130 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Engineering Degree [B Eng/ Bsc (Eng)] in Civil Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. knowledge and skills: Knowledge of GPG and specifically GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of GPG political and executive structure. Engineering professional Act. Gauteng Infrastructure Act 2001. National Land Transport Act. Architectural Profession Act. Landscape Architectural Profession Act and Gauteng Transport Authority Act. Programme and project management (PMBOK/ PMP/ Prince 2 certification) will be an advantage. Transport planning & modelling from project initiation to implementation. Use of various integrated land-use and transport modelling software, such as, EMME/Saturn/ArcGIS/Cube/Voyager/TransCAD /PTV VISUM. Technical report writing, ability to promote good relations and apply problem solving skills. Interact at both strategic and operational levels internally and externally within all the 3 spheres of government as well as the private sector. People management skills: ability to develop, mentor and lead the Directorate's resources team. Ability to simultaneously manage various transport projects, such as, surveys, feasibility studies & modelling from project initiation to implementation for the purpose of information, planning and decision making to respond to Provincial strategic plans in the provision of a sustainable, safe, reliable, and integrated transport systems and infrastructure across all modes of transport in Gauteng. Proven track record of managing various transport planning project portfolios in the public transport, road & road freight space.
<u>DUTIES</u>	:	Road freight network planning: develop and maintain plans for the movement of freight at a regional & provincial level. This involves identifying key freight corridors, terminals, and hubs, as well as assessing current and future capacity needs. Policy development: contribute to the development of policies and regulations related to freight transportation within the 3 spheres of government. Stakeholder engagement: ability to engage and add value at various freight committees in both the freight industry and the 3 spheres of government with regards to addressing concerns and collaborate on freight planning initiatives. Modelling: project management related to road freight movements (current and future), including traffic patterns, volume projections, and infrastructure capacity, to inform planning decisions and identify areas for improvement. Infrastructure planning: collaborate with infrastructure planners to ensure the following; firstly, transportation networks, such as roads, railways, and airports, are designed and maintained to accommodate freight movement efficiently and safely; and secondly, modal Integration of different transportation modes (e.g., road, rail & air) to create seamless freight networks and improve overall efficiency and sustainability. Provide project management support to the Transport Branch in key interventions of freight in the 5 Years Gauteng Integrated Transport Plan & 25 Years Integrated Transport Master Plan (ITMP25) in accordance with Gauteng Provincial strategic plans. Manage the Directorate's compliance with all administrative requirements and regulations. Manage and mentor the Directorate's resources with regards to performance management, skills assessment, and development.
<u>ENQUIRIES</u>	:	Mr F Masuku Tel No: (011) 355 7195
<u>POST 40/131</u>	:	<u>CHIEF ENGINEER: TRANSPORT INTEGRATED PLANNING REF NO: REFS/021868</u> Branch: Transport Directorate: Freight Transport & Transport Integrated Planning
<u>SALARY</u>	:	R1 200 426 – R2 264 130 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Engineering Degree (B Eng/ Bsc (Eng)) in Civil Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. Knowledge And Skills: Knowledge of GPG and specifically GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of GPG political and executive structure. Engineering professional Act. Gauteng Infrastructure Act 2001. National Land Transport Act. Architectural Profession Act. Landscape Architectural Profession Act and Gauteng Transport Authority Act. Programme and project management (PMBOK/ PMP/ Prince 2 certification) will be an advantage. Transport planning & modelling from project initiation to implementation. Use of various integrated land-use and transport modelling software, such as, EMME/Saturn/ArcGIS/Cube/Voyager/TransCAD /PTV VISUM. Technical report writing, ability to promote good relations and apply problem solving skills. Interact at both strategic and operational levels internally and externally within all the 3 spheres of government as well as the private sector. People management skills: ability to develop, mentor and lead the Directorate's resources team. Ability to simultaneously manage various transport projects, such as, surveys, feasibility studies & modelling from project initiation to implementation for the purpose of information, planning and decision making to respond to Provincial strategic plans in the

provision of a sustainable, safe, reliable, and integrated transport systems and infrastructure across all modes of transport in Gauteng. Proven track record of managing various transport planning project portfolios in the public transport, road & road freight space.

DUTIES

: Perform final review and approvals or audits on integration of new transport plans according to Planning Policy and Guideline principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Coordinate and manage transport surveys, feasibility studies, integrated land-use and transport modelling projects. Provide strategic leadership in the development, implementation and management of transport innovations and intelligent transport technologies for the transport sector. Provide project management support to the Transport Branch in key interventions of the 5 Years Gauteng Integrated Transport Plan & 25 Years Integrated Transport Master Plan (ITMP25) in accordance with Gauteng Provincial strategic plans. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Set engineering maintenance standards, specifications, and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Facilitate integrated transport planning through macro planning, statutory instruments, policies, and coordination frameworks towards the improvement of transport infrastructure and transformation of the transport sector. Attend and participate at various integrated planning & transport committees within the 3 spheres of government. Manage the Directorate's compliance with all administrative requirements and regulations. Manage and mentor the Directorate's resources with regards to performance management, skills assessment, and development. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Mr F Masuku Tel No: (011) 355 7195

POST 40/132

: **ENGINEER CHIEF REF NO: REFS/021870**

Branch: Roads Infrastructure

Directorate: Construction Capitals Projects

SALARY

: R1 200 426 – R2 264 130 per annum, (all-inclusive package)

CENTRE

: Heidelberg

REQUIREMENTS

: Engineering Degree (B Eng/ BSc (Eng)) in Civil or Structural Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. Knowledge: Knowledge in monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional Tools and techniques development activities (tools and techniques) as prescribed and or required. Skills: Problem, customer focus and responsiveness, Communication skills, computer conflict management skills Planning and organizing solving, negotiation skills.

DUTIES

: Portfolio Management: Update B5 project list and ECE (annually). Undertake post project evaluations ascertain performance of PSPs and Contractors. Contribute to the development of the road Asset Management Policy, strategy and Plan (updated annually). Contribute to the infrastructure End Of the year Evaluation Report. Programme and Project Management: Prepare tender documentation. Prepare technical tender evaluation report. Manage contracts. Undertake site visits. Assess invoice and claims for accuracy. Prepare site assessment reports Risk Management: Identify risks during project construction stage. Describe and assess all risks in terms of event, cause and possible outcomes. Determine actions to mitigate risks with clear responsibility and timeline frames. Prepare the risks register with the mitigation on project and contact levels. People Management: Maintain discipline. Manage performance and development of employees. Establish and maintain effective and efficient communication arrangement. Plan and allocate work. Develop and implement processes to promote control of work. Manage. and develop people (consultants and staff). Knowledge Management; Study professional journals and publications to stay abreast of new development. Mentor and study the education sector, legal frameworks standards changes and policy frameworks. Engage in relevant continuous professional development activates [tools and techniques]as prescribed and /or required. Interact with ECSA and SAICE.

ENQUIRIES

: Ms. V Govinden Tel No: (011) 355 9073

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DERPARTMENT OF EDUCATION**

Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department Of Education: Kwazulu-Natal is an equal opportunity affirmative action employer.

OTHER POSTS

- APPLICATIONS** : For Head Office: should be sent by post, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 201A, 228 Pieter Maritz Street, Pietermaritzburg, 3200. Application can also be emailed to: Kznhrrecruitment@kzndoe.gov.za
- FOR ATTENTION** : Ms.PS Mthembu
- CLOSING DATE** : 15 November 2024
- NOTE** : Directive to Applicants: Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge, and experience. unless otherwise stated. Please ensure that you clearly state the full post description and the relevant post reference number on your application. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post, or the list provides for the enquiries. Applications should be forwarded in time to the address provided to reach this office on or before the closing date. Applications received after the closing date will not be accepted. Shortlisted candidates will be required to identify themselves through their ID documents or Valid driver's licences (if specified as a job requirements), as well as the relevant educational qualification, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualification Authority (SAQA) when shortlisted. If applicants do not hear from this office within 3 months after the closing date of this circular, they must consider their applications as unsuccessful. Applications that do not comply with the above instructions shall be disqualified. Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g., Disabled, woman and youth).

OTHER POSTS

- POST 40/133** : **ASSISTANT DIRECTOR: HIV AND AIDS: SNES REF NO: DOE/14/2024**
Directorate: Special Needs Education Services (SNES)
(3 Years Contract)
- SALARY** : R552 081 per annum (Level 10)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma with specialization in HIV and AIDS or Educational Psychology /Child and Youth Care / Life Orientation / Public Health. Coupled with a minimum of six (6) years working experience in learner and teacher support in the of HIV and AIDS / Child and Youth Care / Life Orientation / Social Support & Counselling / Community Development/ Public Health. Valid drivers' licence and be willing to travel extensively. Computer Literacy. Competencies: Proven knowledge of project management as well as knowledge regarding HIV and AIDS Life Skills Education Programme is essential. Knowledge of the following legislation and documents is vital: DBE National Policy on HIV and AIDS, STIs and TB, DBE Policy on the Prevention and Management of Learner Pregnancy in Schools, Integrated School Health Policy, Care and Support for Teaching and Learning Framework, My Life My Future Programme, Education White Paper 6, PFMA related prescripts, DORA, and key Strategic Documents of KwaZulu Natal Department. Proven ability to communicate cross culturally, as well as with a range of public and private counterparts. Strong interpersonal skills and proven ability to engage in proactive and informative discussions at all levels.
- DUTIES** : Provide strategic direction and leadership, Performance Management and Supervision of the HIV and AIDS Life skills Education Programme staff. Management and implementation of the following policies and programmes: DBE National Policy on HIV and AIDS, STIs and TB. Integrated School Health Policy. Care and Support for Teaching and Learning Framework. My Life My Future Programme. DBE Policy on the Prevention Management of Learner Pregnancy in Schools. Management and Administration of the HIV and AIDS Life skills Education Grant. Capacitate district officials and Learner Support Agents for the effective implementation of the Department's Care and Support, HIV and AIDS Life Skills and Integrated Schools Health Policies and Programmes. Monitoring, Support, Evaluation and Reporting on the implementation and the impact of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes. Working collaboratively with Operation Sukuma Sakhe Structures: Sisters Departments; Service Providers; Office of the Premier and Civil Society Partners in the implementation of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes.
- ENQUIRIES** : Mr. PBV Ngidi Tel No: (033) 846 5533

<u>POST 40/134</u>	:	<u>DATA CAPTURE REF NO: DOE/15/2024</u> Directorate: Special Needs Education Services (SNES) (3 Years Contract)
<u>SALARY</u>	:	R183 279 per annum (Level 04)
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior Certificate with relevant experience in data capturing and Management. A three-year Diploma/ Degree in Information Technology, Public Management, Finance or Accounting will be an added advantage. A valid driver's license. Competencies: knowledge of a variety of MS Excel Spreadsheet functions, data input, Power Point and Outlook, excel autofill and formulas, formatting cells, number formatting, sort, and filter. Knowledge of administrative principles and procedures. Good organisational skill, Analytic and problem-solving skills. Ability to work under pressure and over time. Ability to work effectively both individually and collectively. Ability to demonstrate creativity and energy. Attention to detail. Willingness to travel extensively across all 12 districts in the province.
<u>DUTIES</u>	:	Create and keep commitment register as the control measure for the use of HIV and AIDS Grant Fund to avoid over/under expenditure. Provide administrative support to the provincial and districts HIV and AIDS Grant coordinators with respect to the arrangement of meetings, workshops, travel arrangements, accommodation, flights, and transport. Create and ensure existence of accurate database of all the beneficiaries of the HIV and AIDS Grant including the register of Orphans and other vulnerable children supported through the grant, officials, school management teams, school governing bodies and educators trained as well as constantly providing statistical information on these categories. Travel across all 12 districts to collect and capture data with regard to the social ills' prevention as well as care and support interventions rendered by the Learner Support Agents in schools to assist the Department to assess the impact of the Grant programme and also inform future planning. Assist the finance manager for the control of requisitions and issuing of orders for all Head Office and Districts HIV and Aids grant activities. Constantly liaise with SCM, Finance and BAS sections for keeping of accurate data in respect of goods and services procured through the HIV and AIDS grant. Filing all financial documents as documentary proof of grant expenditure. Provide photocopying and faxing services for the grant. Perform any other duty as will be allocated by the supervisor. Keep attendance registers for beneficiaries of the grant programme.
<u>ENQUIRIES</u>	:	Mr. PBV Ngidi Tel No: (033) 846 5533

DEPARTMENT OF HEALTH

OTHER POSTS

<u>POST 40/135</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 REF NO: DPKISMH 10/2024 (X1 POST)</u> Component: ICU Adult Critical Care (Re-advertised, candidates who applied previously for the same post must feel free to re-apply)
<u>SALARY</u>	:	Grade 1: R1 976 070 - R2 097 327 per annum, (all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: Compulsory Commuted Overtime (Determined by service delivery demands) & Medical Aid (Optional).
<u>CENTRE</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent. Appropriate tertiary qualification in the Health Science (MBCHB), or equivalent. Registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Critical Care. Appropriate qualification PLLUS five (05) years post registration experience as a Medical Specialist in Critical Care. Current registration with Health Professions Council of South Africa (HPCSA) as a Specialist in Critical Care (2024/2025). Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. The successful candidate will have to spend a minimum of one (01) year in the post. Recommendation: Applicant with experience as a Medical Sub- Specialist in Critical Care in at least a Regional public health hospital attached to a university. Applicant with experience in research and teaching. Applicant who can commence duty immediately. Unendorsed valid Code 8 B driver's licence (code 08) Knowledge, Skills, Training and Competencies Required: Visionary, leader and team player. Knowledge of appropriate specialist procedures and protocols within field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Integration and collaboration within a multidisciplinary team. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Equipment and consumables procurement and knowledge of supply chain processes. Managerial and financial management skills. Computer skills. Effective and appropriate communication. Problem solving and conflict management. Stress tolerance, innovation and self-drive.
<u>DUTIES</u>	:	Execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Co-ordinate specialist services for the discipline. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct in-patient care and provide expert opinion where required. Participate in the provision of a 24-hour service. Provide vision, strategic

direction and inspire employees to deliver excellent, quality health services. Develop and strengthen clinical governance. Provide out-reach and in-reach services as per demand. Advise and assist in the co-ordination of critical care services in the region including services at referral district facilities. Develop and manage an interlinked two-way referral pathway within the district and province. Manage the performance of allocated human resources. Develop and co-ordinate the on-going delivery of under- and post-graduate teaching and training in specialized fields. Participate in postgraduate and other relevant academic and training programmes. Ensure that the environment complies with Health and Safety Act and that staff adheres to safety precautions. Encourage and motivate staff to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff/service and ensure that staff are aware of these. Compile medium- and long-term expenditure framework to implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance and improvement. Manage a cost centre effectively and efficiently. Minimize complaints or litigation through staff and patient involvement.

ENQUIRIES : Dr HA Hlela Senior Manager Medical Services Tel No: (031) 530 1471
APPLICATIONS : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: **Pixley.recruitment@kznhealth.gov.za**

FOR ATTENTION : Deputy Director: Human Resource Manager
NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. NB: The Employment Equity Target for these posts is an African Male.

CLOSING DATE : 22 November 2024

POST 40/136 : **OPERATIONAL MANAGER (PHC) REF NO: ROCK 1/2024 (X1 POST)**

SALARY : Grade 1: R656 964 – R748 683 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Homeowner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance
CENTRE : Rocklif Clinic

REQUIREMENTS : Standard 10/Grade 12(Senior Certificate). Basic R425 qualification (i.e. Degree / Diploma in General nursing) or equivalent qualification that allow registration with the South Africa Nursing Council as a Professional Nurse. Only shortlisted candidates will submit proof of current registration with SANC (2024 receipt) as a professional nurse and Midwife. A minimum of 09 years of appropriate /recognizable experience after registration as a Professional Nurse in nursing after registration as Professional Nurse with SANC in General Nursing. Post basic qualification with duration of at least 1 year in curative skills in Primary Health care accredited with SANC. At least the 5 years of period referred to above must be recognizable experience after obtaining the 1 year Post Basic qualification in Primary Health Care. Applicants are NOT required to submit copies of qualifications and other relevant documents on application .Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which be submitted to HR on or before the day of the interview. Certificate of service endorsed by HR is required only by shortlisted candidates. Knowledge, Skill, Training and Competencies Required. Knowledge of nursing care process and processes and procedures, nursing Act, Nurse Pledge, Patient's Right Charter, Batho Pele Principles etc.. Nursing status and relevant legal framework. Knowledge and understanding of legislative framework government the public services. Knowledge of HR, Finance, Skills development, Labour Relations Public service. PHC Guidelines and other prescripts. Conflict change and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organization, decision making and problem-solving abilities within the limit of the public sector and institutional skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care. Financial and budget knowledge pertaining to the relevant resources under management. Computer skills in basic programs.

<u>DUTIES</u>	:	Facilitate provision of comprehensive package of service at PHC level including priority programme and quality improvement programs. Develop Clinic Operation Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice /quality patient care). Participate in clinical audit in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices practices, criteria and indicators for quality nursing criteria and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance. Ensure effective utilization of human resource, material and physical resources efficiently and effectively .Render health service in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National core standards and ideal Clinic priorities are implanted. Compile monthly ,quarterly statistics and other reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LS Phungula Tel No: (036) 637 9600
<u>FOR ATTENTION NOTE</u>	:	Mr LS Zulu
<u>NOTE</u>	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The reference number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. It is the applicant's responsibility who have the foreign qualification, which is the requirement of the post evaluated by the South Africa Qualifications Authority (SAQA) (Only Z83 and CV on application all other documents are submitted by shortlisted candidates). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/137</u>	:	<u>OPERATIONAL MANAGER (PHC) REF NO: ISIGWE 1/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R656 964 – R748 683 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Homeowner Allowance (subject to meeting prescribed requirements), plus 8% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Isigweje Clinic
<u>REQUIREMENTS</u>	:	Standard 10/Grade 12(Senior Certificate). Basic R425 qualification (i.e. Degree / Diploma in General nursing) or equivalent qualification that allow registration with the South Africa Nursing Council as a Professional Nurse. Only shortlisted candidates will submit proof of current registration with SANC (2024 receipt) as a professional nurse and Midwife. A minimum of 09 years appropriate /recognizable experience after registration as a Professional Nurse in nursing after registration as Professional Nurse with SANC in General Nursing. Post basic qualification with duration of at least 1 year in curative skills in Primary Health care accredited with SANC. At least 5 years of period referred to above must be recognizable experience after obtaining the 1 year Post Basic qualification in Primary Health Care. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which be submitted to HR on or before the day of the interview. Certificate of service endorsed by HR is required only by shortlisted candidates. Knowledge, Skill, Training and Competencies Required. Knowledge of nursing care process and processes and procedures, nursing Act, Nurse Pledge, Patient's Right Charter, Batho Pele Principles etc.. Nursing status and relevant legal framework. Knowledge and understanding of legislative framework government the public services. Knowledge of HR, Finance, Skills development, Labour Relations Public service. PHC Guidelines and other prescripts. Conflict changes and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organization, decision making and problem-solving abilities within the limit of the public sector and institutional skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care.

		Financial and budget knowledge pertaining to the relevant resources under management. Computer skills in basic programs.
<u>DUTIES</u>	:	Facilitate provision of comprehensive package of service at PHC level including priority programme and quality improvement programs. Develop Clinic Operation Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice /quality patient care). Participate in clinical audit in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices, criteria and indicators for quality nursing criteria and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance. Ensure effective utilization of human resource, material and physical resources efficiently and effectively. Render health service in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National core standards and ideal Clinic priorities are implanted. Compile monthly ,quarterly statistics and other reports.
<u>ENQUIRIES</u>	:	Ms LS Phungula Tel No: (036) 637 9600
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370 or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381. E-mail address:nosimilo.nala@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mr LS Zulu
<u>NOTE</u>	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. It is the applicant's responsibility who have the foreign qualification, which is the requirement of the post evaluated by the South Africa Qualifications Authority (SAQA) (Only Z83 and CV on application all other documents are submitted by shortlisted candidates). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/138</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (TRAINING & DEVELOPMENT) REF NO: UTHUK 12/2024</u>
<u>SALARY</u>	:	R520 560 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Uthukela District Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric Certificate. An appropriate B Degree / National Diploma or equivalent qualification in Nursing PLUS. Minimum of 7 year appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Registration as a Midwife /Accoucheur with SANC Current Registration with SANC. Valid Driver's License – Code 8 plus. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Recommendations: Computer Certificate- Ms Office (Word, Excel, Outlook & PowerPoint) Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem-solving abilities within the DHS framework
<u>DUTIES</u>	:	Monitor strengthening of health system effectiveness. Conduct all Mental Health and Non-Communicable Diseases training. Contribute to the reduction of Mental Health complications. Ensure that proper screening of Mental Health IS Conducted. Ensure that proper screening of non-communicable diseases is conducted. Ensure integration with the TB, HIV, MCWH programmes. Ensure compliance of Mental Health and Non-Communicable diseases treatment. Support in the formulation and sustainability of support and adherence clubs. Monitor improvement quality of care by ensuring that all PHC facilities and the CHC are providing the full package of care to Mental Health Care Users. Ensuring Mental Health and Non-Communicable Diseases capacity building and sustainability of the functioning of Clinic

Committees. Orientation and Induction of all new PHC Supervisor, OM's and PHC Trainers on the Mental Health and Non-Communicable Diseases. Ensure timeous compilation and submission of Mental Health and Non-Communicable reports to the next level of Management, HRD and the RT. Ensure capacity building of Outreach Team Leaders, CHW's and other PHC Outreach teams on Mental Health and Non-Communicable Diseases. Ensure mentoring and coaching of the District Programme Managers on Mental Health issues. Ensure the Mental wellbeing of the personnel within the district and offer the necessary care, treatment, support and referral.

**ENQUIRIES
APPLICATIONS**

: Ms T.J. Mpembe Tel No: (036) 631 2202, ext. 102
 : All Applications Should Be Forwarded To: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 or Hand Deliver to: 32 Lyell Street, Ladysmith, 3370 or email your application: Uthukela.HRJobapplication@kznhealth.gov.za

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 15 November 2024

POST 40/139

: **CLINICAL NURSE PRACTITIONER REF NO: RVHSI CNP 27/2024 (X1 POST)**

SALARY

: Grade 1: R451 533 – R530 376 per annum
 Grade 2: R553 545 – R686 211 per annum
 Other Benefits: 13th cheque, 12% rural allowance, Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Rietvlei Hospital: Sihleza clinic
 : Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

DUTIES

: To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality 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. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date.

ENQUIRIES

: Ms N Ntuzela at (064) 754 9310

<u>APPLICATIONS</u>	:	Should be forwarded to: Assistant Director: HRM, Rietvlei Regional Hospital, Private Bag X501, Staffords Post, 4686 or Hand Delivery: R56 Road, Rietvlei Location, 4686 or email to: lubanziberry23@gmail.com
<u>FOR ATTENTION NOTE</u>	:	Assistant Director: HRM
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/140</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 OR 2: REF NO: DPKISMH 11/2024 (X1 POST)</u> Component: Theatre & CSSD
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R630 510 per annum Benefits: 13th Cheque Plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 1: A minimum of four (04) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of fourteen (14) years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable experience after obtaining the One year Post Basic qualification in the relevant speciality. Matric/Grade 12 Certificate or Equivalent. Degree /Diploma in General Nursing or equivalent qualification that allows for registration with SANC as a professional nurse. One year Post Basic Qualification in Operating Theatre Nursing Science. Current Registration with SANC as a Professional Nurse (2024 receipt). A minimum of four (04) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Certificate of Service endorsed by Human Resource Department will be required from shortlisted candidates. Successful candidate will have to spend minimum of one year in service. Recommendation: Midwifery will be an added advantage Knowledge Skills Training and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Financial and Budgetary knowledge pertaining to relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, liaisons and Interpersonal Skills within the limits 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>	:	Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high quality of nursing care is rendered to all clients accessing Operating Theatre unit at Dr Pixley Ka Isaka Seme Memorial Hospital. Manage utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre nursing. Instil discipline, professionalism and work ethics amongst employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal Hospital realization and maintenance (IHRM) Norms and Standards (N&S). Maintain a constructive working with multi-disciplinary team members. Provide effective support to nursing services e.g. assist with relief duties to nursing management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs YYN Ngema (Assistant Nursing Manager – Theatre) Tel No: (031) 530 1419
<u>FOR ATTENTION NOTE</u>	:	To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za
<u>NOTE</u>	:	Deputy Director: Human Resource Manager
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83

e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. NB). The Employment Equity target for these posts is an African Male.

- CLOSING DATE** : 22 November 2024
- POST 40/141** : **PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: RVHPN 26/2024 (X1 POST)**
- SALARY** :
 Grade 1: R307 4473 – R356 832 per annum
 Grade 2: R375 480 – R435 759 per annum
 Grade 3: R451 533 – R570 273 per annum
 Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** :
 Rietvlei Hospital (MMC)
 Senior Certificate. Degree / Diploma in General Nursing or equivalent qualification that allows registration with SANC as a General Nurse, Midwifery, registration with the SANC as Professional Nurse with midwifery, Current SANC receipt 1: Experience: **Grade 1:** No experience. **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 3:** Experience: A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. NB: Certificates of service from current and previous employers and signed by human resource department will be required when shortlisted on or before the interview. Skills: Good work ethics, Tenacity, integrity, Problem solving and decision making, Health promotion and team building, Reporting writing skills, Good communication skills: Public speaking, listening and Summarizing, Good interpersonal skills.
- DUTIES** :
 Work as multidisciplinary team to ensure good nursing care by the nursing team, Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Must be able to handle obstetric and pediatric emergencies and high risk conditions, To execute duties and functions with proficiency within prescript of applicable legislation, Provision of quality patient care through setting of standards, policies and procedures, To participate in quality improvement programs and hospital audits, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Maintain accurate and complete records according to legal requirement, Manage and supervise effective utilization of all resources e.g. Human ,Financial , Materials etc, Implementation and management of infection control and prevention protocols, Ensure the implementation of saving mothers, saving babies recommendation, Ensure the implementation of the antenatal and postnatal policy including PMTCT, Provision of support to nursing service, Maintain Professional growth / ethical standards and self-development, Participate in the analysis, formulation and implementation of policies, practices and procedures, Ensure that a Health and Safety environment is maintained, Monitor and Control the quality of patient care, Perform quality improvement audits and survey monthly and report to senior management, Monitor and evaluate delivery of quality care within the hospital, Ensure implementation of national and provincial initiatives{Patients Rights Charter, Batho Pele programmes} etc, Monitor and evaluate compliance to the national and provincial quality programmes e.g norms and standards for the hospital packages of care, provide advice on various aspects of quality care to the institution.
- ENQUIRIES APPLICATIONS** :
 Ms N Ntuzela at (064) 754 9310
 Should be forwarded to: To Assistant Director: HRM, Rietvlei Regional Hospital, Private Bag X501, Staffords Post, 4686 or email to lubanziberry23@gmail.com Hand Delivery: Hand Delivery: R56 Road, Rietvlei Location, 4686.
- FOR ATTENTION NOTE** :
 Acting Assistant Director: HRM
 Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from

the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews

- CLOSING DATE** : 15 November 2024
- POST 40/142** : **PROFESSIONAL NURSE {GENERAL STREAM} WITH MIDWIFERY REF NO: RVHGTWPN 28/2024 (X1 POST)**
- SALARY** :
 Grade 1: R307 4473 – R356 832 per annum
 Grade 2: R375 480 – R435 759 per annum
 Grade 3: R451 533 – R570 273 per annum
 Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** :
 Rietvlei Hospital (Gateway Clinic)
 Senior Certificate. Degree / Diploma in General Nursing or equivalent qualification that allows registration with SANC as a General Nurse, Midwifery, registration with the SANC as Professional Nurse with midwifery, Current SANC receipt 1: Experience: **Grade 1:** No experience. **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 3:** Experience: A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. NB: Certificates of service from current and previous employers and signed by human resource department will be required when shortlisted on or before the interview. Skills: Good work ethics, Tenacity, integrity, Problem solving and decision making, Health promotion and team building, Reporting writing skills, Good communication skills: Public speaking, listening and Summarizing, Good interpersonal skills.
- DUTIES** : Provide comprehensive quality nursing care in a cost effective and efficient manner within the professional legal framework and standards, Conduct pre-natal screening and safer conception to all woman of child bearing age, Provide counselling services, HTS,ART and prep initiation to all eligible clients, Promote and perform cervical cancer screening NICD, STI and manage as per guidelines and protocols, Identify risks to the life of a pregnancy women, manage and refer accordingly, Display concern of patients and advocate timeously including willingness to report to patient's rights and their expectations (Batho Pele),Provide family planning safe, Ensure proper utilization and safe keeping of basic equipment, Provide long acting reversible contraceptives and the management complications thereof, Refer clients to multidisciplinary team e.g Social Worker professional counsellor and medical officer and next level of care, To participate in quality improvement programs and hospital audits, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Implementation and management of infection control and prevention protocols, Implementation and management of infection control and prevention protocols, Ensure the implementation of saving mothers, saving babies recommendation, Ensure that a Health and Safety environment is maintained, Monitor and Control the quality of patient care, Perform quality improvement audits and survey monthly and report to senior management.
- ENQUIRIES APPLICATIONS** :
 Ms N Ntuzela at (064) 754 9310
 Should be forwarded to: Assistant Director: HRM, Rietvlei Regional Hospital, Private Bag X501, Staffords Post, 4686 or email to: lubanziberry23@gmail.com or Hand Delivery: Hand Delivery: R56 Road, Rietvlei Location, 4686.
- FOR ATTENTION NOTE** :
 Assistant Director: HRM
 Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.
- CLOSING DATE** : 15 November 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity and affirmative action employer

<u>APPLICATIONS</u>	:	NB: Applicants can also apply through the following website https://erecruitment.limpopo.gov.za
<u>CLOSING DATE</u>	:	15 November 2024
<u>NOTE</u>	:	Ensure that you read the conditions and requirement of the post before you apply. By applying it is taken that you agree to the conditions and requirements of the post. Applicants are hereby invited suitable qualified candidates for vacant posts in the Department of Health. Applications should include a fully completed New Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by a comprehensive Curriculum Vitae [CV]. Applicants should complete separate applications where more than one centre is applied for. The new Z83 form must be fully completed and signed by the applicant. The following must be considered from in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must 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? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "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 with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body and copy of ID must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. Shortlisted candidates for the SMS post will be required to submit SMS pre-entry certificate obtainable from National School of Government [https://thensg.gov.za/training-course/sms-pre-entryprogramme/] on the date of interview. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. Applicants responding to this circular should quote on the Z83 form, the circular number and reference number on the application link of the post they are applying for. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. The Department reserves the right not to fill any advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. NB 1: Note: The circular of advertised vacant posts will be posted on the following websites: www.ldoh.gov.za and www.limpopo.gov.za .

MANAGEMENT ECHELON

<u>POST 40/143</u>	:	<u>DIRECTOR: CORPORATE SERVICES (X1 POST)</u>
<u>SALARY</u>	:	R1 216 824 per annum, all-inclusive remuneration package
<u>CENTRE</u>	:	Mankweng Hospital
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: An Undergraduate qualification in Human Resource Management / Public Administration / Public Management or equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of five [5] years' experience at middle/senior managerial level in HR Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license. Knowledge and skills: In-depth knowledge of relevant prescripts and application of human resources. Understanding of the legislative framework governing the Public Service. People management, Time management, Change and knowledge management. Planning and organizing, Facilitation, Problem solving,

Strategic Planning, Good communication, Co-ordination, Leadership skills. Thorough understanding of policy formulation and coordination. Good background in turn around and change management strategy. Personal Attributes: Responsiveness, Pro-activeness, Professionalism. Accuracy, Flexibility, Independent, Co-operative, Team Player, Supportive. Willing to work under changing and difficult circumstances.

DUTIES : Provide leadership and strategic direction in the division. Develop and maintain Human Resource Planning and Information Management. Effective planning and co-ordination of Records Management. Provide Operation Services. Provide Security Management Services. Manage Information Management and Technology Provide effective and efficient Human Resource Management and Development. Manage and utilize human resource in accordance with relevant directives and legislation.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

OTHER POSTS

POST 40/144 : **DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES: GRADE 1 (X1 POST)**

SALARY : R990 945 per annum, plus 12% of basis salary PSCBC rural allowance.

CENTRE : Mokopane Hospital

REQUIREMENTS : Qualifications and Competencies: An appropriate recognized degree in any field classified under Allied. Master's Qualification will be an added advantage. Current registration with the Health Professions Council of South Africa [HPCSA] in any field classified under Allied. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license. Knowledge and Skills: Thorough Knowledge of PFMA, Patient right charter, Batho Pele principles, Disciplinary procedures, practices and policies. Ability to work in a highly pressured environment. Sound and in-depth knowledge of all Clinical support Services, as well as understanding of the legislative framework governing the Public Service, Knowledge about current policies and organizational structures. Knowledge of assistive devices, Knowledge of PFMA. Negotiation, People Management, Problem Solving, Planning & organizing, Time Management, Policy analysis, Facilitation, Co-ordination, Leadership, Change and knowledge management, Good Communication, Group dynamics, Diversity management, Project Management and Financial Management skills. Personal Attributes: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Independent, Co-operative, Team player, Supportive, Flexible. Willing to work under changing and difficult circumstances.

DUTIES : Manage Clinical Support Services. Manage Clinical Support Staff and ensure sound workplace relationships. Train and develop clinical support staff. Ensure proper Asset, Assistive Devices and Consumables Management

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/145 : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE [GITO] (X1 POST)**

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

CENTRE : Head Office [Polokwane]

REQUIREMENTS : Qualifications and Competencies: An appropriate National Diploma / Bachelor's Degree or equivalent qualification in Computer sciences, Information Systems or Information Technology at NQF level 6 as recognized by SAQA. A minimum of five (5) years working experience as an Assistant Director or equivalent position in Information and Communication Technology Infrastructure. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license. Knowledge and Skills: Corporate Governance of ICT Policy Framework. Excellent knowledge of current protocols and standards, including Active Directory, Group Policies, MS Exchange, Core Switching/Routing, SSL/IPSec, SAN, Virtualization, Business Continuity, Disaster Recovery. Experience in installing network cabling and telephony systems. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.

DUTIES : Design and implement short- and long-term strategic plans to make certain network capacity meets existing and future requirements. Develop, implement, and maintain policies, procedures, and associated training plans for network resource administration and appropriate use. Practice network asset management, including maintenance of network component inventory, life cycle management and related documentation. Provides ownership of problem through final resolution. Plan, acquire, and coordinate installation of in-house and remote hardware and software across the department's network. Assess, approve, and administer all equipment, hardware, and software upgrades. Manage and ensure effectiveness of servers, including e-mail, print, and backup servers, and their associated operating systems and software. Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, hubs, UPSs, and so on. Test network and server performance and provide network performance statistics and reports; develop strategies for maintaining network and server

infrastructure. Oversee the administration of user accounts, permissions, and access rights in Active Directory.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/146 : **ASSISTANT DIRECTOR: OFFICE MANAGEMENT [HOD SUPPORT] (X1 POST)**

SALARY : R444 036 per annum
CENTRE : Head Office Polokwane

REQUIREMENTS : Qualification and Competencies: A minimum of an appropriate recognized qualification at NQF level 6 recognized by the South African Qualification Authority (SAQA). Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license. Knowledge and skills: Understanding of the legislative framework governing the public service i.e. Public Service Act, Public Service Regulations. Policy analysis and development. Financial Management Skills. Management various office projects and activities. Project management skills. Good Communication (written and verbal). Ability to draft complex documentation. Report writing skills. Advanced computer skills in MS Word, PowerPoint, Microsoft Outlook and Excel.

DUTIES : Render secretarial duties to the Head of Department. Scrutinize submissions\reports and make notes and \or recommendations for the HOD or return to the compiler. Administer the record keeping of expenditure commitments, monitoring the expenditure. Respond to written, email or verbal enquiries from internal and external stakeholders. Draft documents as required. Devise and maintain office system. Provide office management to the Head of Department. Provide support to the office with regard to meetings. Remain up to date with regard to the applicable prescripts\policies and procedures applicable to the HOD's work terrain to ensure efficient and effective support to the HOD. Maintain good relations with the relevant stakeholders.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/147 : **ASSISTANT DIRECTOR: RISK MANAGEMENT (X1 POST)**

SALARY : R444 036 per annum.
CENTRE : Head Office [Polokwane]

REQUIREMENTS : Qualifications and Competencies: A Senior Certificate [Grade 12] plus a minimum of undergraduate qualification at NQF level 6 in Risk management / Law / Financial stream as recognized by South African Qualifications Authority [SAQA]. A minimum of two (2) years' experience in Risk Management, especially in Ethics and Integrity management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license. Knowledge and Skills. Compliance inspections, investigations and audit. A thorough understanding of the relevant legislation and policies such as Fraud Prevention Strategy, The Prevention and Combating of Corruption Activities Act (PCCA), Public Finance Management Act (PFMA), Procurement policies, Public Service Regulations, Treasury Regulations, Risk policy, Ethics policy and Whistleblowing Policy. Report writing skills. Good interpersonal relations. Good communication (verbal and written) skills. Good planning and organising skills. An independent thinker and worker. Good presentation skills. Ability to work under pressure and to deliver within agreed time frames.

DUTIES : Ensure compliance with Ethical policies and procedures issued by the department. Developing and overseeing programs that reduce unethical activities in the organization. Monitor and report on non-compliance with policies or procedures, pending or threatened violations of law or ethical values of the department. Promote the department's ethical culture and "Zero Tolerance Policy" within the organization. Conduct continuous ethics assessments. Management of resources within area of responsibility. Provide support services to the head of the Sub-directorate.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/148 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT (X1 POST)**

SALARY : R444 036 per annum
CENTRE : Head Office [Polokwane]

REQUIREMENTS : Qualifications and Competencies: A Senior Certificate [Grade 12] plus a minimum of undergraduate qualification in Archival Studies / Records Management / Public administration / Public Management / Information Technology or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of three [3] years experience in Medical Records Management. Certificates in Records Management obtained from National Archives and/or from any other accredited higher institutions of learning will be an added advantage. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license. Knowledge and Skills: Knowledge and understanding of legislative framework governing Records Management functions. Knowledge of Records Management classification systems. Knowledge of the Promotion of Access to Information Act [PAIA].

Knowledge of disposal procedures and processes. Understanding of service delivery in a developmental milieu. Good communication, report writing and presentation skills. Good interpersonal relations. Ability to function in a collaborative and collegial environment. Financial and people management as well as client orientation and customer service. Knowledge Management and Data Management governance implementation in the Public Service. Improved data quality: data accuracy, consistent with all requirements and business rules, and appropriate for usage.

DUTIES : Formalise implementation Knowledge Processes. Implement KM-enabling technology platforms. Develop and implement metadata standards. Develop and implement Data Security and privacy standard. Develop and monitor the implementation of control registers in hospitals. Render medical records management functions. To monitor medical records keeping in all institutions. To monitor the implementation of the records management policy. To monitor the implementation of PAIA process.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/149 : **EMS STATION MANAGER GRADE 3 [SHIFTS] (X1 POST)**

SALARY : R376 596 per annum
CENTRE : Makhado EMS Station

REQUIREMENTS : Qualification and Competencies. Grade 12 certificate. Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). 3 Years' experience after registration with the HPCSA as an ILS, ECT, Paramedic or ECP. Current registration with the HPCSA. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. Knowledge and skills. Knowledge of ILS/ECT protocols. Understanding of EMS and its line of business. Proven managerial and interpersonal skills. Good verbal and written communication skills. Knowledge of Public Finance Management Act.

DUTIES : Management of EMS vehicles, equipment and staff at station level. Treat patients in accordance with relevant protocols. Maintain best clinical practices in accordance with quality standards. Abide by standing operational procedures.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/150 : **DIAGNOSTIC RADIOGRAPHER GRADE 1-2 [SHIFT] (X1 POST)**

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
plus 12% of basic salary PSCBC rural allowance

CENTRES : Tshildzini Hospital

REQUIREMENTS : Qualifications and Competencies. Appropriate qualification that allows a registration with the HPCSA as a Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer. Experience for **Grade 1**: Less than 10 years' appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Diagnostic Radiographer. Experience for **Grade 2**: Minimum of 10 years appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Diagnostic Radiographer. Inherent requirements of the job: Willingness and ability to work shifts / flexi hours [including night duty, weekends and public holidays]. Willingness to work extra hours on short notice. Knowledge and skills: Thorough knowledge of Diagnostic Radiography techniques and protocols. Ability to work independently and in a team. Comprehensive knowledge of radiation protection, quality assurance and equipment safety. An understanding of public service procedures. Report writing skills. Good interpersonal relations. Computer literacy. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems in Regional and tertiary hospitals. An independent thinker and worker. Ability to work under pressure.

DUTIES : Responsible for the smooth running of the department and professional services to patients. General care of patients and safety of patients. Produce images of high standards.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/151 : **SENIOR PERSONNEL PRACTITIONER: HRP (X1 POST)**

SALARY : R376 413 per annum (Level 08)
CENTRE : Nkhensani Hospital

REQUIREMENTS : Qualifications and Competencies: A Senior Certificate [Grade 12] plus undergraduate qualification in Human Resource Management / Public Management / Public Administration or equivalent qualification at NQF level 6 as recognized by SAQA plus competencies in Human

Resource Planning. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license. Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulation, and other related legislation. Problem solving skills. Time management. Understanding of procurement process. Planning and organizing skills.

DUTIES : Manage Human Resource Planning. Develop Employment Equity Plan and implement.
ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/152 : **EMS SHIFT LEADER: GRADES 3 [SHIFTS] (X1 POST)**

SALARY : R317 751 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications and Competencies: Grade 12 Certificate plus AEA Certificate or ILS Certificate. Current registration with Health Professional Council of South Africa (HPCSA) as an AEA/ILS. 3 years' experience after Registration as AEA/ILS. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Knowledge and Skills: Broad knowledge and understanding of EMS regulations and other related policies. Knowledge of health-related Acts, Regulations and Guidelines. Knowledge and understanding of the legislative framework governing the Public Service including Skills Development Act. Good Communication, Report writing, Facilitation, Co-ordination, Liaison, Interpersonal, Leadership, Analytical, Planning and Organizing, Change and Knowledge Skills. Personal Attributes: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Independent, Co-operative, Team Player.

DUTIES : Provide an on-going supervisory function in respect of all operational issues in terms of HPCSA policies by ensuring compliance and reporting thereon. Implementation of Operational plans, at shift level. Manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies. Facilitate on-going administration and Human resources management supervisory functions. Responsible for Performance Management and Development System assessment. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from internal and external sources. Compile reports, conduct investigations when required to do so. Ensure compliance with standard operating procedures & protocols.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/153 : **CHIEF REGISTRY CLERK (X1 POST)**

SALARY : R308 154 per annum (Level 07)
CENTRE : Sekororo Hospital
REQUIREMENTS : Qualification and Competencies: A Senior Certificate [Grade 12] plus undergraduate qualification in Archives and Record Management at NQF level 6 as recognized by SAQA. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license. Knowledge and skills: Knowledge, understanding and application of procedures and directives for the effective and safe management, storage and archiving of administrative and patient records. Knowledge, understanding and application of Understanding of various filing and cataloging systems. Knowledge, understanding and application of relevant legislations applicable to records management. Planning and organizing skills. Postal system.

DUTIES : Management of records (filing, retrieval, storage, safe keeping and access). Registry services including filing, postage of mail, management of incoming and outgoing internal and external correspondence. Maintain control registers. Ensure proper control to access to records storage rooms. Ensure confidentiality of information. Implement effective and efficient disposal program for Records Management. Preparation of records required for audit purposes. Ensure records storage rooms are well maintained in line with required standards. Supervision of subordinates.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/154 : **PERSONNEL PRACTITIONER: HUMAN RESOURCE MANAGEMENT (X1 POST)**

SALARY : R308 154 per annum
CENTRE : WF Knobel Hospital
REQUIREMENTS : Qualifications and Competencies: A Senior certificate [Grade 12] plus undergraduate qualification in Human Resource Management / Public Management / Public Administration or equivalent qualification at NQF level 6 as recognized by SAQA plus competencies in Human Resource Management. Computer literacy including MS Outlook, Word, Excel and PowerPoint;

Virtual meeting platforms literacy. Knowledge and Skills. Knowledge of Public Service Act, Public Service Regulation, and other related legislation. Knowledge of PERSAL will be an added advantage. Understanding of recruitment and selection processes. Problem solving skills. Time management. Understanding of procurement processes. Planning and organizing skills. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.

DUTIES : Handle recruitment processes. Handle transfers, service terminations and leave matters. Handle employees benefits and allowances. Co-ordinate the management and implementation of remuneration work outside public service. Handle the compensation of occupational injuries and disease Act. Handle state guarantees and housing allowance matters. Handle leave of absence and Policy on incapacity leave and ill-health Retirement [PILIR].

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/155 : **FOOD SERVICE MANAGER: SHIFT (X1 POST)**

SALARY : R255 450 per annum (Level 06)

CENTRE : Thabamooopo Hospital

REQUIREMENTS : Qualifications and Competencies: A Senior Certificate [Grade 12] plus an undergraduate qualification in Food Services Management/ Food and Beverage Management at NQF level 6 as recognized by SAQA. Inherent requirement: Willingness to perform shifts hours, weekend, public holidays and standby duties. Must be physically able to perform Food Service unit duties when required. A valid driver's license. Knowledge and skills. Knowledge and understanding of PFMA, PPPFA and other relevant legislation. Leadership, managerial, financial, good human relations and problem-solving skills. Sound verbal and written communication skills. Knowledge, understanding and application of food service systems. Must be self-motivated. Good record keeping skills. Ability to work under pressure, write reports and be able to meet deadlines. Ability to handle tasks of multi-disciplinary nature. Knowledge of occupational health and safety.

DUTIES : Manage and supervise hospital kitchen, patients' food services and catering. Compile standardized recipes. Ensure all meals are prepared and available on time per applicable schedules. Monitor and ensure compliance to safety and hygiene applicable standards in the kitchen. Manage receipts issuing and storage of stock. Keep record of daily meal statistics. Monitoring, servicing and controlling of equipment and stock and all other relevant assets in the kitchen. Management of human and financial resources.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/156 : **PERSONNEL OFFICER (X1 POST)**

SALARY : R216 417 per annum

CENTRE : Donald Frazer Hospital

REQUIREMENTS : Qualifications and Competencies: A Senior Certificate [Grade 12] plus an undergraduate qualification at NQF level 6 as recognized by SAQA. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Knowledge and skills: Good verbal and writing communication skills. Good interpersonal skills.

DUTIES : Provide human resource provisioning and utilization services. Compile statistics.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/157 : **REGISTRY CLERK (X1 POST)**

SALARY : R216 417 per annum (Level 05)

CENTRES : Jane Furse Hospital

REQUIREMENTS : Qualifications and Competencies: A Senior Certificate [Grade 12] plus an undergraduate qualification at NQF level 6 as recognized by SAQA. A valid driver's licence. Knowledge and Skills: Good report writing skills. Computer literacy with emphasis on MS Word, MS PowerPoint and MS Excel.

DUTIES : Perform office administration duties e.g maintain registers, filing and record keeping. Manage personal files. Manage archives. Retrieve and dispatch files. Perform registry services.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/158 : **REGISTRY CLERK: MEC SUPPORT (X1 POST)**

SALARY : R216 417 per annum (Level 05)

CENTRE : Head Office [Polokwane]

REQUIREMENTS : Qualifications and Competencies: A Senior Certificate [Grade 12] plus an undergraduate qualification at NQF level 6 as recognized by SAQA. Computer literacy in Ms Word, Excel, and

PowerPoint, Virtual meeting platforms literacy. Knowledge and skills: Sound and in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing the Public Service e.g. Records Management electronic filing system, Registry Management Achieves Act, Public Service Act, 1994 and Public Service Regulations, 2016. Good Communication, report writing, problem solving, time management and customer care skills.

DUTIES : Ensure the effective and efficient maintenance of the approved filing system. Facilitate the distribution of incoming and outgoing mails, faxes, and correspondence. Developing and maintain a document tracking system.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/159 : **STAFF NURSE GRADE 1-3 [SHIFTS] (X4 POSTS)**

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

CENTRES :
Mankweng Hospital [X2 Posts]
Pietersburg Hospital [X1 Post]
Thabamooopo Hospital [X1 Post]

REQUIREMENTS :
Qualifications and Competencies: Qualification that allows registration with the SANC as Staff Nurse. Current Registration with the SANC as Staff / Enrolled Nurse. Experience for **Grade 1**: None after registration with the SANC as Staff / Enrolled Nurse. Experience for **Grade 2**: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff / Enrolled Nurse. Experience for **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff / Enrolled Nurse. Inherent requirements of the job: Willingness and ability to work shifts / flexi hours [including night duty, weekends and public holidays]. Willingness to work extra hours on short notice. Willingness and ability to perform overtime when the need arises. Knowledge and Skills. Basic Knowledge of laws that govern the profession. Basic Nursing skills.

DUTIES : Implement nursing care within the scope of practice for Enrolled Nurses.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/160 : **EMERGENCY CARE OFFICER: GRADE 3 [SHIFTS] (X6 POSTS)**

SALARY : R206 619 per annum
CENTRE :
St Ritas EMS [X1 Post]
W.F. Knobel EMS [X1 Post]
Polokwane EMS [X2 Posts]
Rebone EMS [X1 Post]
Witpoort EMS [X1 Post]

REQUIREMENTS :
Qualifications and Competencies. Successful completion of an appropriate Intermediate Life Support Course (ILS) that allows registration with the Health Professions Council of South Africa [HPCSA] as an Ambulance Emergency Assistant (AEA). Current registration with the HPCSA as a Basic Ambulance Assistant or an Ambulance Emergency Assistant (AEA). Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. Knowledge and skills: Understanding Emergency Medical Services and its line of business. Good communication and presentation skills. Understanding of Planned Patient Transport service. Knowledge of clinical practice at ILS level.

DUTIES :
Treat and transport primary patients to Health Facility from scene and in-between Health Facilities in accordance with relevant protocols. Conduct Planned Patient Transfers (PPT). Change and replenish surgical sundries and medicals gases and ensured items are disposed of timeously and are exchanged for fresh stock. Assist in maintaining a clean and tidy base and vehicles. Maintain best clinical practices in accordance with quality standards. Perform shift work in accordance with Emergency medical services policy. Participate in in-service training and refresher courses.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 40/161 : **TELECOM OPERATOR (X1 POST)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Siloam Hospital

REQUIREMENTS :
Qualifications and Competencies: A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4. Knowledge and Skills: Knowledge or understanding Batho Pele Principles. Telephone etiquette. Good communication, presentation, interpersonal relations and report writing skills. Computer Literacy.

<u>DUTIES</u>	:	Receive and direct telephone calls. Make calls and keep records. Note down and transmit messages. Report faulty lines for repairs.
<u>ENQUIRIES</u>	:	All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
<u>POST 40/162</u>	:	<u>NURSING ASSISTANT: GRADE 1-2 [SHIFTS] (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum
<u>CENTRE</u>	:	Mokopane Hospital [X1 Post] Thabamooopo Hospital [X1 Post]
<u>REQUIREMENTS</u>	:	Qualifications and Competencies. Qualification that allows registration with the SANC as Nursing Assistant. Current Registration with the SANC as Nursing Assistant. Experience for Grade 1: Less than 3 years' appropriate/recognisable experience after registration with the SANC as Nursing. Experience for Grade 2: A minimum of 10 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness and ability to work shifts / flexi hours [including night duty, weekends and public holidays]. Willingness to work extra hours on short notice. Willingness and ability to perform overtime when the need arises. Knowledge and skills. Basic Knowledge of laws that govern the profession. Basic Nursing skills.
<u>DUTIES</u>	:	Implement nursing care within the scope of practice for Nursing Assistants.
<u>ENQUIRIES</u>	:	All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
<u>POST 40/163</u>	:	<u>WARD ATTENDANT (X4 POSTS)</u>
<u>SALARY</u>	:	R155 148 per annum (Level 03)
<u>CENTRE</u>	:	Mankweng Hospital [X1 Post] Pietersburg Hospital [X1 Post] Thabamooopo Hospital [X1 Post] Tshilidzini Hospital [X1 Post]
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: A minimum of Abet. Appropriate competencies in cleaning services. Experience in hospital environment and patient care will be an added advantage. Inherent requirements of job: Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice. Knowledge and Skills: Knowledge of Batho Pele Principles, Occupational Health and Safety Act, 1993. Waste Management. Good Communication and customer care skills.
<u>DUTIES</u>	:	Perform household activities within the ward. Perform cleaning services. Render sluice functions.
<u>ENQUIRIES</u>	:	All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
<u>POST 40/164</u>	:	<u>FOOD SERVICE AID (X2 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Letaba Hospital
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: A minimum of Grade 12 and or ABET NQF level 4 Certificate/National Vocational Certificate in Hospitality Management from TVET will be an added advantage. Experience: Appropriate experience in a Food service unit. Inherent requirements of the job: Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Knowledge and Skills: Ability to prepare meals according to standardised recipes and menus, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Handle conflict management.
<u>DUTIES</u>	:	Perform all tasks emanating from the preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food and other products. Assist with the informal in-service training of new employees. Clean and purify the kitchen, canteen and equipment's. Deliver and Collect food warmers & trolleys from the wards according to the number of patients. Promote and maintain safety in the kitchen.
<u>ENQUIRIES</u>	:	All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
<u>POST 40/165</u>	:	<u>CLEANER (X2 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Mokopane Hospital [X1 Post] Pietersburg Hospital [X1 Post]

- REQUIREMENTS** : Qualification and Competencies: A minimum of ABET. Knowledge and skills: Good communication and customer care skills.
- DUTIES** : Provide cleaning services. Keep and maintain cleaning equipment and materials safe.
- ENQUIRIES** : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
- POST 40/166** : **LAUNDRY AID (X3 POSTS)**
- SALARY** : R131 265 per annum. Level 2
- CENTRE** : St Ritas Hospital [X2 Posts]
Philadelphia Hospital [X1 Post]
- REQUIREMENTS** : Qualification and Competencies: Ability to read and write.
- DUTIES** : Cleaning of linen clothing and textiles for the institution.
- ENQUIRIES** : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

CLOSING DATE : 15 November 2024

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za N.B. Applicants are advised to apply as early as possible to avoid disappointments. Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note the Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

POST 40/167 : **MEDICAL SPECIALIST GRADE 1-3: ORTHOPAEDIC SURGEON REF. NO: MPDOH/NOV/24/400**

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

CENTRE : Ermelo Hospital (Gert Sibande District)

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

		tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship).
<u>DUTIES</u>	:	Supervising the management of and managing Orthopaedic and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/168</u>	:	<u>MEDICAL OFFICER GRADE 1-3: (ANAESTHESIOLOGY) REF NO: MPDOH/NOV/24/401</u>
<u>SALARY</u>	:	Grade 1: R949 146 - R1 021 911 per annum Grade 2: R1 082 988 - R1 182 183 per annum Grade 3: R1 253 415 - R1 561 734 per annum
<u>CENTRE</u>	:	Bethal Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship).
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/169</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/NOV/24/402</u>
<u>SALARY</u>	:	R949 146 - R1 021 911 per annum

<u>CENTRE REQUIREMENTS</u>	: Tonga Hospital (Ehlanzeni District) : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/170</u>	: <u>MEDICAL OFFICER GRADE 1 (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/NOV/24/403</u>
<u>SALARY</u>	: R949 146 - R1 021 911 per annum
<u>CENTRE REQUIREMENTS</u>	: Bethal Hospital (Gert Sibande District) : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/171</u>	:	<u>PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/NOV/24/404</u>
<u>SALARY</u>	:	R949 146 - R1 006 809 per annum
<u>CENTRE</u>	:	Witbank TB Specialized Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with South African Pharmacy Council (SAPC) (2024). Minimum of seven (7) years appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid code B driver's license.
<u>DUTIES</u>	:	Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Programme Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/172</u>	:	<u>PHARMACIST GRADE 1 REF NO: MPDOH/NOV/24/405</u>
<u>SALARY</u>	:	R804 609 – R853 980 per annum
<u>CENTRE</u>	:	Iswepe CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2024). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<u>DUTIES</u>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/173</u>	:	<u>ASSISTANT MANAGER NURSING AREA (PN-B4): MATERNITY REF NO: MPDOH/NOV/24/406</u>
<u>SALARY</u>	:	R715 977 – R818 643 per annum
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	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' (SANC) as a Professional Nurse and Midwifery (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery Nursing Science. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing (2023). At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's

Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework .Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES

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

ENQUIRIES

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

APPLICATIONS

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

POST 40/174

: **OPERATIONAL MANAGER NURSING (PN-B3): POSTNATAL REF NO: MPDOH/NOV/24/407**

SALARY

: R656 964 – R748 683 per annum

CENTRE

: Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES

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

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/175</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): MARTENITY REF NO: MPDOH/NOV/24/408</u>
<u>SALARY</u>	:	R656 964 – R748 683 per annum
<u>CENTRE</u>	:	Matikwane Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units of Advanced Midwifery Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/176</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/NOV/24/409</u>
<u>SALARY</u>	:	R656 964 - R771 309 per annum
<u>CENTRE</u>	:	Bethal Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years period referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor

and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

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

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

POST 40/177 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/NOV/24/412 (X3 POSTS)**

SALARY : R656 964 – R748 683 per annum
CENTRE : Emthonjeni Clinic (Nkangala District)
Mooiplaas Clinic (Gert Sibande Clinic)
Mangweni CHC (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

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

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

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

POST 40/178 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): HAST REF NO: MPDOH/NOV/24/413**

SALARY : R520 560 – R596 322 per annum
CENTRE : Ehlanzeni District Office, Mbombela

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Nursing Administration and Management or Post-graduate qualification in Health Management / Health Leadership will be an added advantage. At least three (3) years minimum experience in Clinical Health Programmes Coordination or Supervision. Training in HIV management, NIMART and or project management will be an added advantage. Valid driver's licence. Computer literacy. Required Skills and Competencies: Effective planning and organisation. Good communication, interpersonal and coordination skills. Proficiency in English and any of the other South African official languages, preferably spoken local languages. Ability to work with and lead teams.

Sound knowledge, and ability to monitor and evaluate the performance of health programmes. Excellent verbal and written communication skills. Ability to work independently and under pressure. Knowledge of the DHIS and TIER.NET systems is recommended.

DUTIES : Plan and coordinate HAST programme activities in the sub-district. Provide technical support to facilities on integrated HAST programmes. Monitor and provide mentorship on HAST clinical guidelines and policies. Provide mentorship to NIMART-trained nurses. Liaise with the multidisciplinary team and track programmes on integrated HAST programme performance. Conduct periodic audits and ensure HAST programmes performance data is reconciled across all data sources, monthly. Provide periodic reports to the districts. Liaise and build partnerships with stakeholders within the sub-district. Ensure integration of HAST programmes, TB and other programmes. Ensure efficient use of the resources allocated to HAST programmes in the sub-district.

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

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

POST 40/179 : **OPERATIONAL MANAGER (PN-A5): OPD REF NO: MPDOH/NOV/24/414**

SALARY : R520 560 - R596 322 per annum

CENTRE : Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2024). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing teams. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

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

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

POST 40/180 : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): INFECTION PREVENTION AND CONTROL REF NO: MPDOH/NO/24/415**

SALARY : R520 560 - R596 332 per annum

CENTRE : Amajuba Memorial Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.

DUTIES : Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and

standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.

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

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

POST 40/181 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/NOV/24/416**

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

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

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

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

POST 40/182 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/NOV/24/418 (X2 POSTS)**

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

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

<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/183</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ORTHOPAEDIC REF NO: MPDOH/NO/24/419</u>
<u>SALARY</u>	:	R451 533 – R530 376 per annum
<u>CENTRE</u>	:	Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional Nurse (2024), a post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Orthopaedic Nursing Science. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Orthopaedic Nursing Care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of National Core Standards and ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual cultural racial or religious differences. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/184</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/NOV/24/422 (X3 POSTS)</u>
<u>SALARY</u>	:	R451 533 – R530 376 per annum
<u>CENTRE</u>	:	Ms Msimanga Clinic, Pixley Ka Seme Mobile Clinic and Davel Clinic (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (013) 766 3340 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

<u>POST 40/185</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/NOV/24/423</u>
<u>SALARY</u>	:	R376 524 – R430 512 per annum
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (013) 766 3340 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/186</u>	:	<u>DIETICIAN GRADE 1 REF NO: MPDOH/NOV/24/424</u>
<u>SALARY</u>	:	R376 524 - R430 512 per annum
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (20274). Grade 1: SA qualified employees: None experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' license.
<u>DUTIES</u>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (013) 766 3340 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/187</u>	:	<u>PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/NOV/24/425</u>
<u>SALARY</u>	:	R376 524 – R430 512 per annum
<u>CENTRE</u>	:	Impungwe Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as Physiotherapist (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as Physiotherapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as Physiotherapist (Independent Practice) for foreign qualified employees. Extensive experience in the assessment and treatment of critical patients. (Neurosurgery, Orthopaedic, ICU, etc). Extensive management, administration and supervisory experience. Ability to function within a multi-disciplinary team setting to be flexible and to work independently. Good problem-solving, conflict resolution, interpersonal, organizational and communication skills. Willingness to work under pressure. Computer literacy.

<u>DUTIES</u>	:	Manage a clinical load and develop. Physiotherapy services in all the sections of the institution. Assist in the management, policy formulation, and operational planning process of the unit. Supervise and develop personnel in team including mentoring Physiotherapists at a more junior level. Undertake quarterly evaluations and training of allocated operational staff and students. Co-ordinate all administrative activities regarding the patients, clinical area and in the unit. Supervise and train students. Participate in outreach programmes.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (013) 766 3340 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 40/188</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/NOV/24/426</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R307 473 – R362 187 per annum Piet Retief Hospital (Gert Sibande District) Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2024). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/189</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/NOV/24/449 (X23 POSTS)</u>
<u>SALARY CENTRE</u>	:	R307 473 – R362 187 per annum
<u>REQUIREMENTS</u>	:	Rob Ferreira Hospital (X1 Post) Themba Hospital (X1 Post) KaMhlushwa Clinic (X1 Post) Jeppes Rust Clinic (X1 Post) Vlakkbult Clinic (X1 Post) Islington Clinic (X1 Post) (Ehlanzeni District) Bernice Samuel Hospital (X2 Posts) Emalahleni Sub-district (X1 Post) Phola CHC (X1 Post) Thembaletu CHC (X1 Post) Rhenosterskop Clinic (X1 Post) Botleng Clinic (X1 Post) Vlakklaagte Clinic (X2 Posts) Thubelihle CHC (X1 Post) Middelburg Hospital (X1 Post) Waternal CHC (X1 Post) Machadodorp Clinic (X1 Post) (Nkangala District), Embhuleni Hospital (X1 Post) Swallowsnest Clinic (X1 Post) Ethandakukhanya Clinic (X1 Post) Paulina Morapedi CHC (X1 Post) (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional

Nurse (2024). **Grade 1:** A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.

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

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

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

POST 40/190 : **ARTISAN (PRODUCTION) GRADE A: PLUMBER REF NO: MPDOH/NOV/24/457 (X8 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
Nkangala District Office (X2 Posts)
Gert Sibande District Office (X2 Posts)
BBR Sub-district Office (X2 Posts)
Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Plumbing. Valid driver's license. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : Responsible to monitor reservoir levels and sewer pumps. Responsible for repairs and maintenance of water & sewer pipelines (mains) and fittings. Installation and maintenance of sewer connections and new mains. Responsible for materials and sores requisitions. Recordkeeping of daily work. Responsible for on-site Occupational Health & Safety. Responsible for Municipal assets and equipment. Responsible for supervision of staff.

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

APPLICATIONS NOTE : Departmental Online Application System: www.mpuhealth.gov.za
All applications will be considered, but in terms of its Employment Equity Target, the Department would prefer to appoint a Females candidates in that category can be identified.

POST 40/191 : **ARTISAN (PRODUCTION) GRADE A: CARPENTER REF NO: MPDOH/NOV/24/465 (X8 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
Nkangala District Office (X2 Posts)
Gert Sibande District Office (X2 Posts)
BBR Sub-district Office (X2 Posts)
Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Carpentry. Valid driver's license. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : They should also assist the supervisors when planning the structures, designing them, and installing layouts. The carpenter should conduct repair work as and when required. They should also install windows, doors, drywall, stairs, cabinets, and various other fixtures when required. The carpenter can also assess the proper quality of materials and woodworks. They are also

capable enough to operate different tools, equipment, and machines. Carpenters should also maintain compliance with safety and health regulations and the local building codes. Provide outstanding customer service and be very warm with the customers. Have great stamina to stand for prolonged hours, lift heavy objects, climb, and pull.

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

APPLICATIONS NOTE : Departmental Online Application System: www.mpuhealth.gov.za
: All applications will be considered, but in terms of its Employment Equity Target, the Department would prefer to appoint a Females candidates in that category can be identified.

POST 40/192 : **ARTISAN (PRODUCTION) GRADE A: PAINTER REF NO: MPDOH/NOV/24/473 (X8 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
: Nkangala District Office (X2 Posts)
: Gert Sibande District Office (X2 Posts)
: BBR Sub-district Office (X2 Posts)
: Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Painting / Certificate in painting and decoration. Valid driver's license. Knowledge and experience of painting repairs, maintenance, and new paint works. Knowledge of painting codes and standards. Knowledge of Occupational Health & Safety Regulation. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed. Requirements and skills: Proven experience as a painter. Excellent knowledge of painting material and how to select, mix and apply them. Solid knowledge of commercial and/or construction painting techniques. Aptitude in using appropriate tools (brushes, caulking guns etc.). Good basic math skills. Manual dexterity with excellent balance to work on scaffolding, ladders etc. Conscientious with great attention to detail. High school diploma; successful completion of an apprenticeship. Frequently asked questions.

DUTIES : To maintain the painting at Health facilities by inspecting and undertaking painting jobs including reporting thereon. Preparation and Painting of Health facilities. Preparation and Repairs and maintenance of Painting to Health facilities. Identifies sources of painting deterioration and complete repairs according to the job cards. Selection and specification of materials and materials estimates. Maintains accurate records on materials and labour used. Maintains inventory of tools. equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment. Carry out work and operates tools and equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.

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

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

POST 40/193 : **ARTISAN (PRODUCTION) GRADE A: REFRIGERATION / AIRCONDITIONING / COOLING REF NO: MPDOH/NOV/24/485 (X12 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
: Nkangala District Office (X2 Posts)
: Gert Sibande District Office (X2 Posts)
: BBR Sub-district Office (X2 Posts)
: Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Refrigeration / Air-conditioning / Cooling / Certificate in Refrigeration / Air-conditioning- Cooling. Valid driver's license. Knowledge and experience of Refrigeration / Air-conditioning / Cooling repairs and maintenance. Knowledge of Refrigeration / Air-conditioning / Cooling and standards. Knowledge of Occupational Health & Safety Regulations. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : To maintain the air-conditioning units at Health facilities by inspecting and performing minor repairs if required including reporting thereon. Inspection, Repairs and maintenance to Health facilities. Identifies malfunctioning of air-conditioning units and complete repairs according to the job cards. Selection and specification of materials and materials estimates. Maintains

accurate records on materials and labour used. Maintains inventory of tools, equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment when needed. Carry out work and operates tools and equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.

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

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

POST 40/194 : **ARTISAN (PRODUCTION) GRADE A: WELDER / FITTER / TURNER REF NO: MPDOH/NOV/24/493 (X8 POSTS)**

SALARY CENTRE : R230 898–R256 263 per annum
Nkangala District Office (X2)
Gert Sibande District Office (X2)
BBR Sub-district Office (X2)
Ehlanzeni District Office (X2)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Welder / Fitter / Turner. Valid driver's license. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : Check welding equipment on a daily basis and report any defects to Workshop Foreman. Manufacture repair and install specials for Health facilities. Execute repairs on water and sewer reticulation in all regions as requested. Modification on plant and equipment which include but not limited to fuel tanks, burglars, brackets, water tanks. Inspect and direct excavations in order to execute repairs as needed on sites. Assist with pre-planning of materials, resources, plant and equipment provided for scheduled operations in workshops.

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

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

POST 40/195 : **ARTISAN (PRODUCTION) GRADE A: WASTEWATER TREATMENT PLANT OPERATORS REF NO: MPDOH/NOV/24/500 (X7 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
Nkangala District:
Impungwe Hospital (X2 Posts)
Mmamethake Hospital (X1 Post)
Ehlanzeni District:
Tonga Hospital (X1 Post)
Shongwe Hospital (X1 Post)
Matibidi Hospital (X1 Post)

REQUIREMENT : Minimum of Grade 10-12 or equivalent qualifications plus certificate in water treatment plant / Chemical engineering certificate. Valid driver's license. Knowledge and experience of operation of waste water treatment plant repairs and maintenance. Knowledge of operation standards. Knowledge in controlling and managing the water distribution for the Government Waterworks within the Area Office jurisdiction. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : To maintain the wastewater treatment plant at Health facilities by inspecting and undertaking wastewater jobs including reporting thereon. Report faults in the working environment. Monitor, analyze, and record all relevant readings. Maintains accurate records on materials and labour used. Maintains inventory of tools, equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment when needed. Carry out work and operates tools and

equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.

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

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

POST 40/196 : **ARTISAN (PRODUCTION) GRADE A: ELECTRICAL REF NO: MPDOH/NOV/24/508 (X8 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
Nkangala District Office (X2 Posts)
Gert Sibande District Office (X2 Posts)
BBR Sub-district Office (X2 Posts)
Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Electrical. Valid driver's license. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : Execute and manage electrical maintenance of the department. Produce objects with material and equipment according to the specification and recognised standards. Quality assurance of production objects. Inspect equipment and facilities according to standard service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record, supervise and mentor staff.

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

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

POST 40/197 : **DENTAL CHAIR ASSISTANT GRADE 1 REF NO: MPDOH/NOV/24/509**

SALARY CENTRE : R205 773 - R235 284 per annum
Lebohang CHC (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Assistant (2024). Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.

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

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

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

PROVINCIAL TREASURY

The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.

APPLICATIONS : Applications must be sent on pdf format (maximum size: 5MB) only and indicate on email subject: Name of Post and Post Reference Number. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to wrong e-mail address will not be considered.

CLOSING DATE : 15 November 2024

NOTE : Applications must include completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's license and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. All appointments will be subjected to a personnel suitability check process not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference and social media). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. All Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Re-Advertisement, Applicants who have previously submitted their applications are encouraged to re-apply. Shortlisted candidates may be required to undergo skills assessment where necessary. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

OTHER POSTS

POST 40/198 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: MPT 01/2024**
Sub-Directorate: Security Management

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), all-inclusive remuneration package
: Mbombela

REQUIREMENTS : A minimum of National Diploma (NQF Level 6) in Security Management/Policing with 5 to 7 years working experience in the field of security environment preferably in the public sector. A minimum of 3 years proven experience at junior management level. Professional registration with PSIRA Grade A. SSA Security management advisory course/ added advantage. No criminal record or any case/s pending. A valid driver's license. Skills and Competencies: Knowledge in security organisation and administration, physical security, personnel security, information security and ICT security. Knowledge and skill of investigation processes. Knowledge of Public Service Regulatory Framework. Project management skills, risk assessment and mitigation. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills, planning, organisational relationship, conflict management and leadership skills. Detection, analytical thinking and decision-making abilities.

DUTIES : Implement physical security in line with the MPSS, MISS and security legislations throughout the department. Draft, review and implement security policies and procedures in line with MISS and other relevant and applicable security legislation and regulations. Provide guidelines on implementing an effective classification system for the department in line with MISS. Conduct security awareness workshops and campaigns. Conduct security assessments in all Provincial Treasury facilities. Follow-up on assessment to ensure recommendations from previous assessment are being implemented. Coordinate vetting of all vetting forms, all security clearance for the Provincial Treasury to and from State Security Agency (SSA). Ensure standardized access control are implemented and reported on from Provincial Treasury offices. Investigations on security breaches conducted. Ensure. Investigations are coordinated in all reported cases of security breach incidents. Manage all control room operations to safeguard the department's assets; Manage administrative and related functions; and supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Manage human and financial resources.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446
: Applications must be submitted by email to: **MPT01_2024@mpg.gov.za**

POST 40/199 : **DEPUTY DIRECTOR: NORMS AND STANDARDS REF NO: MPT 02/2024**
Directorate: Norms and Standards

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), all-inclusive remuneration package
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal controls or compliance environment at junior management level. A valid driver's license. Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem-solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and

		PowerPoint), Report writing and Analytical skills. Good people management and supervisory skills. Sound knowledge of internal controls.
<u>DUTIES</u>	:	Assess and Monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyse, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Review feedback reports on compliance with information management prescripts. Review feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
<u>APPLICATIONS</u>	:	Applications must be submitted by email to: <u>MPT02_2024@mpg.gov.za</u>
<u>POST 40/200</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL INTERNAL AUDIT REF NO: MPT 03/2024</u> Directorate: Provincial Internal Audit
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive remuneration package
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Internal Audit/ Accounting/ Cost and Management Accounting. A Certified Internal Auditor (CIA) will be added as an advantage. A minimum of 3 years' functional work experience in Internal Audit at junior management level. A valid driver's licence. Skills and Competencies: Knowledge of Internal Audit Standards. Customer relationship management. PFMA, Public Service Act, MFMA and Treasury Regulations. Business Report writing skills, Analytical thinking, communication (Verbal and Written), Interpersonal conflict and problem solving.
<u>DUTIES</u>	:	Manage the Provincial Internal Audit Unit in the Provincial Treasury. Evaluate internal audit plans of Departments, Public Entities and Municipalities and provide recommendations for improvement where necessary. Attend Audit Committee meetings in the province, evaluate the effectiveness of these Committees and provide recommendations to Accounting Officers and Accounting Authorities. Facilitate the induction of newly appointed Audit Committee members. Perform internal Quality Assurance Reviews on the internal audit activities and compile reports on the findings to Departments, Public Entities and Municipalities. Facilitate the Internal Audit Forum and training sessions for Departments, Public Entities and Municipalities. The incumbent must have knowledge of all relevant acts in the Public Sector as well as the Standards issued by the Institute of Internal Auditors. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
<u>APPLICATIONS</u>	:	Applications must be submitted by email to: <u>MPT03_2024@mpg.gov.za</u>
<u>POST 40/201</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: MPT 04/2024</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive remuneration package
<u>CENTRE</u>	:	Nkangala Region
<u>REQUIREMENTS</u>	:	Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Financial Management/Supply Chain Management/Public Administration/Public Affairs with a minimum of 3 years work experience in supply chain management at junior management level. A valid driver's license. Skills and Competencies: Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Supply Chain Management, Regulatory Frameworks, and relevant prescripts governing procurement in the public service. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Must have good communication (verbal and written), interpersonal, project management, report writing, innovative thinking, analytical, planning and coordination skills.
<u>DUTIES</u>	:	Oversee implementation of tender administration processes. Monitor compliance on bid administration processes in accordance with supply chain management guidelines and prescripts. Monitor advisory service on public procurement and support provided on Central Suppliers Database (CSD) registration. Manage and coordinate departmental programmes, plans and activities in the region. Management of human and financial resources for Nkangala region.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
<u>APPLICATIONS</u>	:	Applications must be submitted by email to: <u>MPT04_2024@mpg.gov.za</u>
<u>POST 40/202</u>	:	<u>ADMIN SUPPORT AND COORDINATION REF NO: MPT 05/2024</u> Office of the MEC
<u>SALARY</u>	:	R849 702 per annum
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Public Administration/ Public Management/Public Affairs/Business Management with a minimum of 3 years' functional experience in administration at a junior management level. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (Advanced Excel, Word, PowerPoint). Report writing and presentation skills, sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of the PFMA. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.

<u>DUTIES</u>	:	Ensure co-ordination of programmes between the Office of the MEC and the Department. Provide and supervise administrative support, including registry support services, driver/messenger services and food aid services in the Office of the MEC. Liaise with departmental stakeholders. Manage filing system in the Office of the MEC. Provide logistical support for meetings. Manage human and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT05_2024@mpg.gov.za</u>
<u>POST 40/203</u>	:	<u>ASSISTANT DIRECTOR: OFFICE OF THE HEAD PROVINCIAL TREASURY REF NO: MPT 06/2024</u> Office of the Head Provincial Treasury
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of National Diploma (NQF Level 6) in Management Assistant/Public Administration/Business Management with a minimum of 3 years functional experience in administration. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Report writing and presentation skills. Sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Ability to work under pressure. Planning and organising skills. Ability to maintain confidentiality. Be flexible to work extended hours.
<u>DUTIES</u>	:	Ensure effective and efficient management of Office of the Head: Provincial Treasury. Provide administrative support. Ensure proper management of confidential documents and maintain filing system in the Office of the Head: Provincial Treasury. Manage correspondence and document flow. Manage the diary of the Head: Provincial Treasury. Manage official trips and accommodation requirements of the Head: Provincial Treasury. Serve as secretariat in Head: Provincial Treasury meetings/workshops and record proceedings. Arrange logistics for meetings of the Head: Provincial Treasury. Manage human resources and assets in the Office of the Head: Provincial Treasury.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule at Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT06_2024@mpg.gov.za</u>
<u>POST 40/204</u>	:	<u>ASSISTANT DIRECTOR: MEDIA MONITORING AND LIAISON REF NO: MPT 07/2024</u> Directorate: Communication
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 07) in Media Studies or Journalism, with 3 years' work experience in a media or communications environment. A valid driver's license. Skills and Competencies: Knowledge of government communications. Understanding of Public Finance Management Act (PFMA) and prescripts relevant to communication. Strong digital and social media management skills; Ability to conceptualize and implement communication campaigns. Good interpersonal skills. Strong organisational, planning and problem-solving skills. Good writing skills. Computer literacy. Ability and willingness to work under pressure, extra hours, travel and work outside the office.
<u>DUTIES</u>	:	Contribute to the development and implementation of departmental integrated communication strategies, policies and plans. Develop, implement and report on media engagement plans. Manage and update media database. Conceptualize and edit editorial content such as media briefing documents, key messages, statements, news stories and social media captions. Provide media monitoring service and compile reports and news media clips. Manage media relations. Support and participate in media activities. Assist with photography services. Assist with the management of social media accounts. Assist with language support, including editing of communication and marketing products. Manage risk and human and financial resources for the sub-directorate. Compile monthly/quarterly performance reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT07_2024@mpg.gov.za</u>
<u>POST 40/205</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPT 08/2024</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of National Diploma (NQF Level 6) in Public Administration/ Public Management/Public Affairs/Archives and Records Management with a minimum of 3 years' experience in records management or auxiliary services. A certificate in Archives and Records Management will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge of Public Service Act and Regulations, Minimum Information Security Standards, Protection of Information Act, Public Finance Management Act, Occupational Health and Safety Act, National Archives and Standards Act. Good communication skills, financial management skills, Problem solving and interpersonal skills, good planning and organizing skills, report writing skills and time management.

<u>DUTIES</u>	:	Manage and ensure effective records management services. Manage and provide registry counter services. Manage auxiliary services. Supervise the handling of incoming and outgoing correspondences. Supervise daily operations and ensure effective use of office machines in relation to the registry function. Manage the processing of documents for archiving. Manage human and financial resources allocated to the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT08_2024@mpg.gov.za</u>
<u>POST 40/206</u>	:	<u>SENIOR DATA TECHNOLOGIST: CYBERSECURITY AND CLOUD SERVICES ADMINISTRATOR REF NO: MPT 09/2024</u> Directorate: Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development, with a minimum of 3 years Cybersecurity and/or Cloud Services Administration experience in the Microsoft 365 with Azure Security, Compliance and Identity Administration Certification. Valid driver's license. Skills and Competencies: Good communication, analytical and interpersonal skills. Good client relations. Advanced experience in Active Directory Architecture. Advanced experience in Active Directory Infrastructure. Experience with development and implementation of Active Directory security concepts and IT Security Solutions in Azure. Advanced Network Knowledge. Expert experience in Azure automation.
<u>DUTIES</u>	:	Adoption and Implementation of the Cyber Security Strategy and Frameworks. Cyber Security Administration. Conduct audits, create and enforce security policies and ensure the province is compliant with all cybersecurity regulations. Implementation of IT Architectures in Azure. Support of IT Architectures in Azure, cloud operations analysis, Identity and Access Management and Administration. Assist the Departments in the execution of security logs management, monitoring, security analysis, event Correlation, vulnerability management, and Impact analysis, incident and problem management. Threat hunting, threat and baseline detection analysis and root cause analysis. Manage human and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT09_2024@mpg.gov.za</u>
<u>POST 40/207</u>	:	<u>SENIOR DATA TECHNOLOGIST: IT SERVICE DESK REF NO: MPT 10/2024</u> Directorate: Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development and a minimum of 3 years IT End-User Support and Helpdesk Management System experience. Certificate in A+, N+. Certificate in ITIL V3 Foundation and/or ITSM will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge and Comprehensive understanding of IT Support Frameworks and standards, Good communication skills. Strong technical knowledge of computer systems, software, and networks. IT Security compliance analysis and monitoring, good troubleshooting skills. Business process analysis and improvement, innovative, problem solving, good interpersonal, conflict management and report writing skills. Project management. People management and customer relations.
<u>DUTIES</u>	:	Manage day-to-day operations of the IT helpdesk. Develop and maintain IT Service Policy Standards and procedures. Manage IT End-User support team. Implement and Improve IT Process flows. Conduct end-user vulnerability risk assessments, develop and implement risk action plans. Oversee the resolution of first line support tickets via phone and in-person. Compile and analyse IT helpdesk performance reports. Monitor and ensure compliance to service standards. Coordinate the resolution of complex tickets with other IT teams. Develop and maintain technical documentation and knowledge base. Research and maintain upkeep with industry standards and emerging technologies. Attend to escalated calls. Ensure compliance to IT Governance Frameworks and regulations. Monitor SLA and MoU compliance. Liaise with Internal and External clients (end-users, Service Providers and/or Departments. Manage human and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT10_2024@mpg.gov.za</u>
<u>POST 40/208</u>	:	<u>ASSISTANT DIRECTOR: NORMS AND STANDARDS REF NO: MPT 11/2024</u> Directorate: Norms and Standard
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal control or compliance environment. A valid driver's license. Skills and Competencies: Good Communication skills

(verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and PowerPoint), Report writing and Analytical skills. Sound knowledge of internal controls.

DUTIES : Assess and monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyze, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Compile feedback reports on compliance with information management prescripts. Compile feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.

ENQUIRIES : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: MPT11_2024@mpg.gov.za

POST 40/209 : **ASSISTANT DIRECTOR: BUSINESS SYSTEMS ANALYST REF NO: MPT 12/2024**
Directorate: Interlinked Financial Systems

SALARY : R552 081 per annum
CENTRE : Mbombela
REQUIREMENTS : A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Business Administration/Accounting/Computer Systems Engineering/Information Technology in Business Systems/ Information and Communication Technology with a minimum of three (3) years' functional work experience in systems environment. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing, analytical, numerical, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

DUTIES : Provide assessment of institutions/departments and come up with business solutions to institutions 'operations. Analyse financial reports, market research and operating procedures, strategize ideas to improve business operations. Engage institutions executives and other stakeholders to provide solutions based on the analysis. Gather and analyse data for potential business expansion. Identify specific business opportunities. Influence stakeholders to support business projects. Coordinate project management for selected projects. Coordinate with different departmental teams to produce better business outcomes. Test business processes and recommend improvements. Provide business support to the Provincial Administration through utilization of Transversal Systems. Plan, coordinate, organize human and technological resources of the Province in order to operate, support and monitor the effective and efficient use of transversal systems to maximize production. Coordinate training and information provision in order to give support to Provincial Departments for effective and efficient use of the systems in their daily activities. Providing support to the Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations. Manage human and financial resources.

ENQUIRIES : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: MPT12_2024@mpg.gov.za

POST 40/210 : **DATA TECHNOLOGIST: CYBERSECURITY AND CLOUD SERVICES SUPPORT REF NO: MPT 13/2024**
Directorate: Information Technology

SALARY : R376 413 per annum (Level 08)
CENTRE : Mbombela
REQUIREMENTS : A minimum of a National Diploma (NQF Level 06) in Information Technology with a minimum of 2 years of experience in Cybersecurity and/or Cloud Services. Basic knowledge of Microsoft 365 and Azure Security, Compliance and Identity Administration. A valid driver's license. Skills and Competencies: Good communication, analytical, and interpersonal skills. Good client relations. Basic experience in Active Directory Architecture. Basic experience in Active Directory Infrastructure. Understanding of Active Directory security concepts and IT Security Solutions in Azure. Fundamental network knowledge. Familiarity with Azure automation.

DUTIES : Support the adoption and implementation of the Cyber Security Strategy and Frameworks. Assist with cybersecurity administration tasks. Help conduct audits, create and enforce security policies, ensuring compliance with all cybersecurity regulations. Assist in the implementation and support of IT architectures in Azure. Perform cloud operations analysis and identity and access administration tasks. Support cyber defense SIEM administration tasks. Provide general assistance and support to the Cybersecurity and Cloud Services Administrator in daily activities.

ENQUIRIES : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: MPT13_2024@mpg.gov.za

<u>POST 40/211</u>	:	<u>DATA TECHNOLOGIST: IT SERVICE DESK (X3 POSTS)</u> Directorate: Information Technology
<u>SALARY CENTRE</u>	:	R376 413 per annum (Level 08) Bushbuckridge Ref No: MPT 14/2024 Evander Ref No: MPT 15/2024 KwaMhlanga Ref No: MPT 16/2024
<u>REQUIREMENTS</u>	:	A minimum of a National Diploma (NQF Level 06) in Information Technology, with a minimum of 2 years end-user experience in Information Technology environment. Certificate in A+, N+. Knowledge of ITIL V3 Foundation will be an added advantage. A valid driver's license. Skills and Competencies: Good communication and Interpersonal skills. Good customer relations. System development skills. Time management skills. Analytical skills. Knowledge in IT support services, desktop/hardware platforms, Windows OS, M365, Microsoft Office 365 and Apple iOS. Must be knowledgeable in the functions of a service/helpdesk environment.
<u>DUTIES</u>	:	Provide end-user support services with regard to online services, PC hardware and software support, including diagnoses and repairs. Log and attend to calls. System development and process modernization. Participate in the implementation and report on IT and related projects. Provide dedicated IT support services on online, desktop, mobile and virtual environments. Ensure monitoring of service SLA's and MoU's for the desktop, mobile and video solutions in the IT environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT14_2024@mpg.gov.za</u> Applications must be submitted by email to: <u>MPT15_2024@mpg.gov.za</u> Applications must be submitted by email to: <u>MPT16_2024@mpg.gov.za</u>
<u>POST 40/212</u>	:	<u>INTERNAL AUDIT REF NO: MPT 17/2024</u> Directorate: Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Mbombela A minimum of National Diploma (NQF Level 06) in Internal Auditing/Risk Management. Internal Audit Technician (IAT) professional qualification will be an added advantage. A minimum of 2 years working experience in the Internal Audit environment. Valid driver's license. Skills and Competencies: Knowledge Public Finance Management Act (PFMA) Treasury Regulations. Ability to apply concepts in audit assignments; King (IV) Report on Corporate Governance, Internal audit frameworks and methodologies, Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors, (IIA). Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Interpersonal skills, Teammate Enterprise. Ability to work with minimal supervision.
<u>DUTIES</u>	:	Conduct internal audit engagements in accordance to approved audit program within the allocated timeframe. Complete working papers adhering to the requirements of the Internal Audit Methodology. Raise audit findings on areas of concern relating to weaknesses in controls, risk management and governance and provide recommendations for improvements. Assess management action plans and monitor implementation thereof.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT17_2024@mpg.gov.za</u>
<u>POST 40/213</u>	:	<u>SENIOR STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: MPT 18/2024</u> Office of the Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Mbombela A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management. A minimum of 3 years working experience in Asset Management environment. A valid driver's license. Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills, Good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).
<u>DUTIES</u>	:	Verify the existence of assets. Ensure barcoding of new assets. Ensure that all movements of assets are updated. Ensure that the asset register is updated regularly. Update and maintain the asset and leased registers on a weekly basis. Ensure that correct economic classifications are used on BAS. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Report lost assets, conduct internal investigation on losses and ensure that proper compliance. Verify the existence of Finance Leases and prepare monthly reconciliation between BAS and amortization tables versus the Finance Leases register. Determine a disposal strategy for redundant, obsolete and unserviceable assets. Ensure effective control over the safekeeping, utilization and maintenance of departmental assets. Keep appropriate records and maintain systems to produce accurate and reliable inputs for the Interim and Annual Financial Statements. Supervise staff.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446

APPLICATIONS : Applications must be submitted by email to: **MPT18_2024@mpg.gov.za**

POST 40/214 : **SENIOR PROCUREMENT OFFICER REF NO: MPT 19/2024**
Directorate: Provincial Supply Chain Management

SALARY : R376 413 per annum (Level 08)
CENTRE : Evander
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management/Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 3 years' experience in a Supply Chain Management environment. A valid driver's license. Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Competency in Microsoft Office Suite (Excel and Word). Good Communication Skills (verbal and written) and Interpersonal Skills. Planning and organizing skills.

DUTIES : Render advisory services to prospective bidders. Issuing of bid documents/bulletins. Closing of bid documents. Stamping, registering and sorting of received bid documents. Ensure availability of tender documents and bulletins. Ensure transportation of closed bid documents to and from head Office/Regional Office and satellite Offices. Registering suppliers on the Central Supplier Database. Supervise staff and compile monthly reports.

ENQUIRIES : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: **MPT19_2024@mpg.gov.za**

POST 40/215 : **SUPPORT OFFICER: BAS REF NO: MPT 20/2024**
Directorate: Interlinked Financial Systems

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 6) in Financial Management/Supply Chain Management. A minimum of 2 years' functional work experience in BAS. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing, analytical, Networking, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

DUTIES : Provide business support to the Provincial Administration through the utilization of Basic Accounting System (BAS). Render support services to all provincial BAS System users. Facilitate forum meetings. Conduct users' workshops. Monitor and support departments on Basic Accounting System (BAS). Perform systems controller's functions. Provide capacity building on Standard Chart of Account (SCOA). Monitoring compliance and enforcement of prescribed legislation, policies and guidelines relating to all procedures. Provide support to Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations.

ENQUIRIES : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: **MPT20_2024@mpg.gov.za**

POST 40/216 : **PROCUREMENT OFFICER REF NO: MPT 21/2024**
Office of the Chief Financial Officer

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 2 years working experience in Supply Chain Management environment. A valid driver's license. Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills, Good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).

DUTIES : Verify and capture source documents and place the order with the supplier. Ensure that goods are received, recorded and stored. Distribute goods in terms of specific handling requirements. Allocate item identification numbers for commodities, implement inventory techniques, determine stock levels, and maintain stock records. Conduct stock-take. Utilise LOGIS for provisioning, procurement, stock control and reporting. Filing and safeguarding of documents and maintain file documentation register.

ENQUIRIES : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: **MPT21_2024@mpg.gov.za**

POST 40/217 : **ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: MPT 22/2024**
Sub Directorate: Compliance Monitoring

SALARY : R308 154 per annum (Level 07)

<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of National Diploma (NQF Level 06) in Risk Management/ Internal Audit. Minimum of 2 years' experience in risk management. Valid driver's license. Skills and Competencies: Knowledge of Public Financial Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations, Public Service Act and Risk Management. Communication (verbal and written), computer literacy, time management, analytical, interpersonal, and report writing skills. Ability to plan and organise.
<u>DUTIES</u>	:	Assist in communicating the Risk Management Framework to all stakeholders in the department. Assist in the coordination of risk analysis/identification and mitigation processes. Assisting management with risk assessment and development of response strategies (Risk Action Plan). Assist in monitoring the implementation of the response strategies. Assist in collating, aggregating, interpreting and analyzing the results of risk assessment to extract risk intelligence. Assist in compiling risk management reports to top management, Risk and Ethics Committee and Audit Committee. Assist in conducting risk management training and awareness. Provide administrative support to the unit.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
<u>APPLICATIONS</u>	:	Applications must be submitted by email to: <u>MPT22_2024@mpg.gov.za</u>
<u>POST 40/218</u>	:	<u>STATE ACCOUNTANT: BOOKKEEPING REF NO: MPT 23/2024</u> Office of the Chief Financial Officer
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of National Diploma (NQF Level 06) in Accounting/Finance/ Financial Management with a minimum of 2 years' experience in financial management. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations and related prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Knowledge of PERSAL and BAS system will be an added advantage.
<u>DUTIES</u>	:	Clearing of Suspense and Control Account. Compilation of journals. Monitoring of departmental cash flow. Administer departmental debtors. Management of Departmental System (BAS). Perform administration support services.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
<u>APPLICATIONS</u>	:	Applications must be submitted by email to: <u>MPT23_2024@mpg.gov.za</u>
<u>POST 40/219</u>	:	<u>COMMUNICATION OFFICER: COMMUNITY AND INTRA-DEPARTMENTAL LIAISON REF NO: MPT 24/2024</u> Directorate: Communication
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of National Diploma (NQF Level 06) in Communication/Public Relations. A minimum of 2 years' experience in events and internal communication. A valid driver's license. Skills and Competencies: Understanding of Public Finance Management Act (PFMA) and government communication, Good interpersonal, Computer Literacy, Communication Skills (written and verbal), and Problem Solving skills.
<u>DUTIES</u>	:	Implement communications strategy, policies and plans for programmes. Coordinate and facilitate all internal and external events, such as outreach programmes, media briefings, seminars, transversal workshops and stakeholder engagement programmes. Update departmental stakeholder database. Participate in exhibitions. Assist with content and management of internal communications platforms and channels such as notice boards and intranet. Write or contribute articles to publications. Perform basic administrative duties related to the responsibility as and when required.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
<u>APPLICATIONS</u>	:	Applications must be submitted by email to: <u>MPT24_2024@mpg.gov.za</u>
<u>POST 40/220</u>	:	<u>ADMINISTRATION OFFICER REF NO: MPT 25/2024</u> Sub Directorate: Auxiliary Services
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of National Diploma (NQF Level 06) in Public Administration/Public Affairs/Public Management. A certificate in Archives and Records Management will be an added advantage. A minimum of 2 years' experience in records management or auxiliary services. A valid driver's license. Skills and Competencies: Knowledge of legislative frameworks governing records management. Knowledge of registry operations. Must have good verbal and written communication skills, problem solving skills, interpersonal relations, computer literacy, report writing, planning and organizing skills.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondences. Render effective filing and records management services. Supervise the operations and operate office machines in relation to the registry function. Supervise the processing of documents for archiving. Supervise staff.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
Applications must be submitted by email to: **MPT25 2024@mpg.gov.za**

POST 40/221 : **DRIVER/MESSENGER REF NO: MPT 29/ 2024**
Office of the MEC

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
Mbombela
A minimum of grade 12 or National Certificate (Vocational) Level 4. A valid driver's license. Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Willing to work extended hours. Ability to maintain confidentiality. Ability to work under pressure. Good communication and interpersonal skills.

DUTIES : Collect and deliver a wide variety of materials including mail and packages, sorting incoming/outgoing mail and prepare mail for delivery as required, keep records of items received and or delivered and transport officials to and from required destinations for official purposes only.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
Applications must be submitted by email to: **MPT29 2024@mpg.gov.za**

POST 40/222 : **CLEANER (X2 POSTS)**
Sub Directorate: Auxiliary Services

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
Head Office Ref No: MPT 26/2024
Mbombela Square Ref No: MPT 27/2024
A minimum of Grade Ten (10) or National Certificate (Vocational) Level 2. Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

DUTIES : Maintain a high level of hygiene in the workplace. Perform tasks of a routine nature such as dusting working environment, polishing furniture, vacuuming carpets and mopping the floors, removal of waste and preventing littering; and cleaning bathrooms, kitchen, boardrooms and passages. Serve refreshments in boardrooms as and when requested. Keep and maintain cleaning materials and equipment.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
Applications must be submitted by email to: **MPT26 2024@mpg.gov.za**
Applications must be submitted by email to: **MPT27 2024@mpg.gov.za**

POST 40/223 : **FOOD SERVICE AIDE REF NO: MPT 28/ 2024**
Office of the MEC

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
Mbombela
A minimum of NQF level 1 or 2 (Abet Level 2 certificate). Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours

DUTIES : Provide food aid services in the Office of the MEC, clean kitchen utensils and equipment. Provide catering support services; keep stock of kitchen utensils and equipment. Apply hygiene and safety measures, maintain quality control measures of all food provided, removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks), setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages. Responsible for food supplies and report waste and losses.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
Applications must be submitted by email to: **MPT28 2024@mpg.gov.za**

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

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

OTHER POSTS

POST 40/224 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (OBSTETRICS AND GYNAECOLOGY)**

SALARY : R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Valid driver's licence. Participation in commuted overtime/afterhours work is compulsory. Afterhours work will be done on the complete platform (including gynaecology). The incumbent will perform duties at Tygerberg Hospital and related departments at various hospitals, including hospitals served in their specific outreach programs (Khayelitsha, Helderberg, Karl Bremer, Eerste Rivier). Competencies (knowledge/skills): Excellent track record of clinical, research and education skills at undergraduate and postgraduate level. Clinical experience with high-risk obstetrics, maternal medicine and ultrasound is required. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Sound verbal and written communication skills as well as analytical and problem-solving skills. Experience with teamwork, planning, organizing and coordination of maternity services. The candidate must have sufficient clinical and academic skills to handle a large clinical workload, training, and supervision of under- and postgraduate students (registrars and fellows). Computer literacy in MS Word and Excel or similar, including the ability to use online resources relevant to the discipline (e.g. PubMed). Maternal/fetal subspecialty certificate, clinical epidemiology or related research-orientated qualifications, a doctoral degree or current enrollment in general obstetrics or related fields (maternal medicine, fetal medicine, human genetics).

DUTIES : The main purpose of the job is to strengthen the Obstetric services at general (regional, Level 2) and subspecialist (tertiary, level 3) level for all women in the Department of O&G at Tygerberg and referral centers. Manages Maternity (Obstetric) services as Clinical Unit Head including Outpatient, Inpatient, Emergency and Afterhours service (nights, weekends, and public holidays). Reports to the Head of Department (O&G) for academic, teaching and training and research activities. Reports to the Head of General O&G services for service delivery and governance of Maternity services. Reports to the Head of Clinical Unit (MFM) for work performed on the subspecialist (maternal medicine clinics and inpatient ward) as well as in fetal medicine/ultrasound.

ENQUIRIES : Prof GS Gebhardt Tel No: (021) 938-4638 or Tel No: (021) 938-4661, or E-mail: gsgeb@sun.ac.za / Dr M Mukosi Tel No: (021) 938-4136

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

NOTE : This is a joint staff appointment with the SU-FMHS.

CLOSING DATE : 15 November 2024

POST 40/225 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**

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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA As Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum

of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Participate in the after-hours (Commuted overtime) is compulsory. Competencies (knowledge/skills): Excellent track record of clinical, research and education skills. Clinical experience with high-risk obstetrics and gynaecology and ultrasound is required. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes and referral writing skills. Sound verbal and written communication skills as well as analytical and problem-solving skills. Experience with teamwork, planning, organizing and coordination of a labour ward. The candidate must have sufficient clinical and academic skills to handle a large clinical workload. Computer literacy in MS Word and Excel or similar, including the ability to use online resources relevant to the discipline (e.g. PubMed). Clinical epidemiology or related research-orientated qualifications, publications in the field of O&G, ultrasound courses, ACLS, successful supervision of MMed degrees.

DUTIES : To strengthen the O&G services at general (regional, Level 2) level for all women in the Department of O&G at Tygerberg and referral centers (Khayelitsha, Helderberg, Eerste Rivier and Karl Bremer hospitals). This includes Outpatient, Inpatient, Emergency and Afterhours service (nights, weekends, and public holidays). Reports to the Head of Department (O&G) for academic, teaching and training and research activities. Reports to the Head of General O&G services for service delivery and governance of general O&G services.

ENQUIRIES APPLICATIONS : Prof S Gebhardt, email gsgeb@sun.ac.za, Tel No: (021) 938-4638
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 15 November 2024

POST 40/226 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**

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

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiation Oncology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Radiation Oncology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiation Oncology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiation Oncology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiation Oncology. Inherent requirements of the job: Ability and willingness to work overtime. Competencies (knowledge/skills): Proven ability to function independently as a specialist clinical oncologist, providing radiotherapy, chemotherapy, palliative care and supportive care services. Appropriate understanding of the systems, structures and values of the Western Cape Government Department of Health and Wellness. Dedication to patient care and to maintaining professional integrity. Excellent knowledge and skills in routine and emergency oncology, including chemotherapy administration, specialized radiation techniques, protocol development and adherence, and palliative and supportive oncology. Knowledge and skills appropriate for the supervision of undergraduate and postgraduate student research. Knowledge and skills appropriate for undergraduate and postgraduate teaching and training in Clinical Oncology. Computer literacy (MS Word, Excel, PowerPoint, Outlook, TEAMS). Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students.

DUTIES : Render an appropriate chemo and radiation service to Oncology patients within the limitations imposed by the hospital administration. Management of own clinical medical service area. Participation in Divisional management. Participating in Teaching & Training. Participating in the operational research environment.

ENQUIRIES APPLICATIONS : Dr H Burger Tel No: (021) 938-4727, e-mail. henrietteburger@sun.ac.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Radiation Oncology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/227</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R974 493 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Current registration with the SANC. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel and do after-hours calls. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Ability to communicate effectively (both written and verbal). Good organisational, interpersonal, creative problem solving and research skills. Basic knowledge and experience in office administration, financial and procurement administration.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Ensure efficient financial planning, control, and the effective use of all resources. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Overall management of Nursing Services (Operational, Human Resources, and Finances).
<u>ENQUIRIES</u>	:	Mr J Kruger Tel No: (021) 360-4623
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/228</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3: NEUROSURGERY</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Advanced Trauma Life Support (ATLS) certified. Competencies (knowledge/skills): Ability to work under pressure as part of a clinical team. Basic surgical skills and other courses. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Completion of community service.

<u>DUTIES</u>	:	Leadership. Research. Teaching. Clinical Service: Patient care and assisting in theatre. Clinical governance.
<u>ENQUIRIES</u>	:	Prof A Figaji, email: Anthony.figaji@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/229</u>	:	<u>REGISTRAR (MEDICAL) (OBSTETRICS AND GYNAECOLOGY) (X3 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Participation in commuted overtime (after-hours emergency service) is compulsory. Valid driver's license. Registrars can be rotated through the related departments at various hospitals, including hospitals served in their specific outreach programmes; e.g. Paarl and Worcester Regional hospital as well as Khayelitsha, Helderberg, Eerste Rivier and Karl Bremer district hospitals; as required by the training program. Candidates must be willing to participate in the Termination of Pregnancy services according to the relevant act. Competencies (knowledge/skills): Appropriate post-community service experience in obstetrics and gynaecology (under onsite supervision of a registered obstetrician gynaecologist). Clinical experience with adult as well as neonatal intubation and resuscitation is required. Applicants must have a valid CMSA (College of Obstetricians and Gynecologists) FCOG part 1. Diploma in obstetrics, ultrasound training and additional obstetrics/gynaecology experience. Ability to do a Caesarean section independently and to work in a professional team. Computer literacy in MS Word and Excel or similar, including the ability to use online resources relevant to the discipline. Auxiliary courses relevant to the field of Obstetrics and Gynaecology (e.g. ultrasound, ACLS, ESMOE, ANLS, surgical skills, basic laparoscopy etc). A logbook indicating at least 250 Caesarean sections performed as main operator. CMSA FCOG part 1 (valid for at least 5 years after entry into the post). Basic obstetric ultrasound certification (or a letter from a specialist indicating competence in ultrasound).
<u>DUTIES</u>	:	Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FCOG intermediary exam after 18 months and FCOG part II exam of the CMSA prior to the end of the five-year contract. Graduation with an MMed (O&G) degree prior to the end of the five-year contract after completion of the required research project.
<u>ENQUIRIES</u>	:	Prof GS Gebhardt (gsgeb@sun.ac.za) or Tel No: (021) 938 4638 or jeban@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their 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.
<u>CLOSING DATE</u>	:	15 November 2024

<u>POST 40/230</u>	:	<u>REGISTRAR (NEUROSURGERY)</u> (5 Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. A certificate of ATLS and Basic Surgical skills course completed. FCS (SA) part 1A. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Willingness to work overtime when required. Competencies (knowledge/skills): Research experience. Ability to work in a team under pressure. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical services in Neurosurgery.
<u>DUTIES</u>	:	Clinical Service: Patient care. Clinical Service: Operative. Clinical governance. Teaching. Research. Leadership.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof A Figaji, email: Anthony.figaji@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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." 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.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/231</u>	:	<u>REGISTRAR (ANAESTHETICS) (X2 POSTS)</u> (4 Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge and appropriate use of equipment. Completion of FCA Part 1. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Diploma in Anaesthesia (DA). Experience in Internal Medicine or Critical care. Experience in Anesthesiology and Perioperative Medicine.
<u>DUTIES</u>	:	Provision of safe anaesthetic care to patients. Pre-op assessment of patients & advice to surgeons regarding work up. Post-operative analgesia & recovery of patients from anaesthesia. Intensive Care Therapy. Learn the art and science of anaesthesia practice & ICU Medicine. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours Learn critical skills required by an anaesthetist. Involvement in research/audits relating to anaesthesia, intensive care and pain management
<u>ENQUIRIES APPLICATIONS</u>	:	Prof J Swanevelder, email: Justiaan.swanevelder@uct.ac.za 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. 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." 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.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/232</u>	:	<u>PHARMACIST GRADE 1 TO 3 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Willingness to register as a Tutor with SAPC. Knowledge of National and Provincial Health Policies, Pharmacy Acts and Laws. Ability to work under pressure. Good communication and interpersonal skills. Able to work independently as well as in a team. Computer Literacy.
<u>DUTIES</u>	:	Ensure quality provision of Pharmaceutical Care, including prescription evaluation, drug monitoring and review to ensure rational use of drugs, patient compliance and therapeutic success. Provide Pharmaceutical support to other Health Care Professionals within the Hospital. Ensure effective drug supply management by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Monitor and report on pharmaceutical expenditure, turnover and usage trends and advise the head of the department. Professional advisory service, including the training, education and development of pharmacy staff in the delivery of a comprehensive pharmaceutical service. Willingness to train in different Departments within a Hospital Pharmacy in order to acquire the skills necessary to work in the various department to strengthen the Pharmacy Services at Tygerberg Hospital. Support Pharmacy Management in execution of duties in order to provide a quality Pharmaceutical Service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Isaacs Tel No: (021) 938 5225 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Pharmacist with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	15 November 2024

POST 40/233 : **CHIEF RADIOGRAPHER GRADE 1 (NUCLEAR MEDICINE)**

SALARY : 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 (Nuclear Medicine). Registration with a Professional Council: Registration with the HPCSA as Radiographer (Nuclear Medicine). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Radiographer (Nuclear Medicine). Inherent requirement of the job: Must be willing to work shifts as determined by the radiography management. Competencies (knowledge/skills): The candidate must have managerial skills and experience. The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. Advanced Computer literacy (MS Word, working knowledge of Excel, PowerPoint and Outlook). Good interpersonal, organisational and communication skills (written and verbal). Must be willing to work in a multidisciplinary team. Must have knowledge of radiation protection and safety. Ability to work under pressure and maintain a high standard of professionalism. Proof of Continuous Professional Development. Must be able to work with Adults and Paediatric patients.

DUTIES : Be responsible for the control, supervision, delegation, and co-ordination of activities in the department. Produce Nuclear Medicine imaging and laboratory procedures of high standards. Manage workflow on a Nuclear Medicine information management system. Provide optimal patient care. Ensure quality assurance and application of suitable radiation protection. Knowledge of use and care of Imaging Equipment. Supervise production radiographers re performance.

ENQUIRIES : Ms M. Klein Tel No: (021) 938-4268

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

CLOSING DATE : 15 November 2024

POST 40/234 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL NURSING)**

SALARY : R520 560 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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: Night duty hospital allocation as required. Perform after-hour, weekend and public holiday duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Ability to function independently as well as part of the multi-disciplinary team. Good organisational skills and the ability to function under pressure. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint, and Outlook).

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department; participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research as well as Maintaining ethical standards and promote professional development.

ENQUIRIES : Ms LJ De Palo Tel No: (021) 404-2105

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 : 15 November 2024

POST 40/235 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: ONCOLOGY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : George Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Oncological Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as 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 Oncological Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Outpatient's department. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Oncology & Outpatients' Department.
- DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in an Oncology service. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
- ENQUIRIES APPLICATIONS** : Ms C Jansen van Vuuren Tel No: (044) 802 4582
: 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. Candidate will be subjected to a practical. 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: Oncological Nursing with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 15 November 2024
- POST 40/236** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Central Karoo District
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Prince Albert Clinic
- REQUIREMENTS** : Minimum educational qualification: -Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : Assist with the management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management. Provide PHC services to the surrounding farming communities.
- ENQUIRIES APPLICATIONS** : Mr E Usamabahoro Tel No: (023) 814 – 0011
: 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 the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for other similar posts within the Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

- CLOSING DATE** : 15 November 2024
- POST 40/237** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CRITICAL CARE - ICU) CLINICAL FACILITATOR**
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
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 Medical & Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic/ advanced qualification in the relevant specialty as mentioned above. Competencies (knowledge/skills): Excellent verbal and written communication skills. Computer literacy, (MS Word, Excel PowerPoint and Internet) and Presentation skills. Ability to work effectively in a multi-disciplinary team. Extensive knowledge of Acts, policies, protocols and procedures within the ICU with regards to Quality Practices, extensive knowledge of nursing practices or regimes within ICU and knowledge of basic and post-basic training programmes.
- DUTIES** : Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training updating of skills and competencies as well as the orientation programme for nurses and students and support nursing research. Evaluate and assess the competencies and skills of nursing personnel and students. Ensure the appropriate placement and accompaniment of nursing personnel and nursing students. Effective utilization of financial and human resources.
- ENQUIRIES APPLICATIONS** : Ms R Sutcliffe Tel No: (021) 404-2092
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 GSH for a period of 3 months from date of advert.
- CLOSING DATE** : 15 November 2024
- POST 40/238** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) CLINICAL FACILITATOR**
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
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. 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: Trauma and Emergency. Registration with the Health Professions Council: Registration with SANC as Professional Nurse. 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 General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols and procedures within the Trauma and Emergency with regards to Quality Practices, have Extensive knowledge of nursing practices or regimes within Trauma and Emergency and must have knowledge of basic and post-basic training

programmes. Excellent verbal and written communication skills Ability to work effectively in a multi-disciplinary team. Computer literacy, (MS Word, Excel, PowerPoint and Internet) and Presentation skills.

DUTIES : Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training updating of skills and competencies as well as the orientation programme for nurses and students and support nursing research. Evaluate and assess the competencies and skills of nursing personnel and students. Ensure the appropriate placement and accompaniment of nursing personnel and nursing students. Effective utilization of financial and Human Resources.

ENQUIRIES : Ms R Sutcliffe Tel No: (021) 404-2092
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 Groote Schuur Hospital for a period of 3 months from date of advert. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency

CLOSING DATE : 15 November 2024

POST 40/239 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**
Chief Directorate: Metro Health Services

SALARY : R444 036 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal). Strong managerial and supervisory skills. Computer skills (MS Office and Outlook).

DUTIES : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans. Manage sound Labour Relations and effective participation in IMLC and labour relations matters. Management and training of staff in the Human Resource Component.

ENQUIRIES : Ms N Petersen Tel No: (021) 370-1405
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. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 15 November 2024

POST 40/240 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (PEOPLE DEVELOPMENT)**
Chief Directorate: Metro Health Services

SALARY : R444 036 per annum
CENTRE : Northern/Tygerberg Sub-structure
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree (or equivalent). Experience: Appropriate experience in Labour Relations in the Public Sector. Appropriate experience of People Development. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Computer Literacy (MS Office, Word, Excel, Power Point and Outlook). Strong interpersonal, planning, conflict handling and organizing skills. Ability to think analytically and the ability to resolve problems. Knowledge of statistics and the interpretation and presentation thereof.

DUTIES : Management of the Labour Relations component and function (grievances, disciplinary matters, disputes, collective bargaining, strike and unrest management and other labour matters).

Management of the People Development component and function (workplace skills plan, facilitation of training, bursaries, internships, learnerships, leadership development and other People Development matters. Give advice and support regarding Labour Relations. Give advice and support regarding People Development. Compiling and conduct training and development interventions.

ENQUIRIES APPLICATIONS : Ms. PM Petersen Tel No: (021) 815-8567
: 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 and oral assessment.

CLOSING DATE : 15 November 2024

POST 40/241 : **EMS RESCUE STATION MANAGER GRADE 3 TO 6**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R376 596 per annum
Grade 4: R455 079 per annum
Grade 5: R532 815 per annum
Grade 6: R591 741 per annum

CENTRE REQUIREMENTS : Emergency Medical Services, Garden Route – Riversdale
: Minimum educational qualification: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (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 a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an 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 after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration as an AEA, ECT, PARAMEDIC or ECP. Valid code C1 driver's licence. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. 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.

DUTIES : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services.-Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

ENQUIRIES APPLICATIONS : Mr J Jansen Tel No: (044) 80 22 500
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be expected to undergo a practical assessment.

CLOSING DATE : 15 November 2024

POST 40/242 : **EMS RESCUE STATION MANAGER GRADE 3 TO 6**
(Chief Directorate: Emergency and Clinical Services Support)

SALARY : Grade 3: R376 596 per annum
Grade 4: R455 079 per annum
Grade 5: R532 815 per annum
Grade 6: R591 741 per annum

CENTRE REQUIREMENTS : Emergency Medical Services, Central Karoo – Beaufort-Wes
: Minimum educational qualification: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (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 a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as a 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 after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration as an AEA, ECT, PARAMEDIC or ECP. Valid code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. 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.

DUTIES : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr R. Botha at (083) 585 3339
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be expected to undergo a practical assessment.
CLOSING DATE : 15 November 2024

POST 40/243 : **SENIOR STATE ACCOUNTANT: FINANCIAL COMPLIANCE (X4 POSTS)**
 Directorate: Financial Accounting

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town on the premises of Stikland Hospital.
REQUIREMENTS : Minimum educational qualifications: An appropriate 3 - year National Diploma/Degree in SCM, Finance, Accounting or Auditing with experience in the key performance areas of the job. Experience: Knowledge and appropriate experience in Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) manual driver's license. Willingness to travel. Will be rotated and placed at any institution within the Western Cape. Competencies (knowledge/skills): The ability to interpret and apply financial and SCM policies, procedures, and prescripts. Ability to compile reports and presentation thereof. Knowledge of inventory, assets, irregular expenditure, commitments, and accruals. Knowledge of transfer payments. Computer literacy (Microsoft Excel, Word, Power Point).

DUTIES : Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Evaluate inventory within the institutions and ensure that all inventory/warehouse items reconcile on the Accounting Systems of the department. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Report any discrepancies found and assist Institutional management to implement corrective measures.

ENQUIRIES : Mr A. Moya, email: anele.moya@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. Candidates may be subjected to a practical assessment. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment.

CLOSING DATE : 15 November 2024

POST 40/244 : **CASE MANAGER**

SALARY : R376 413 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience preferably at hospital level, alternatively at a medical scheme or in a clinical environment.

Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the UPFS and ability to perform clinical audits of patient accounts. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Excellent verbal and written communication skills. Excellent interpersonal skills and the ability to act independently, objectively and with confidence and collaboratively as part of the healthcare team. Computer literate (Microsoft Office/Teams). Ability to work under pressure, handle a high work volume and meet strict deadlines. Strong critical thinking and problem-solving abilities.

DUTIES : Ensure that pre-admission and pre-authorisation information is accurate and in accordance with hospital and funder procedures. Manage and implement Case Management policies, protocols and procedures timeously. Provide training and workshops when required. Liaise with internal and external stakeholders such as Funders and Managed care organisations with regards to treatment of patient, MHC policies, protocols, optimal fund utilisation, clinical information, diagnostic and procedural coding. Provide complete and accurate clinical updates and discharge information to Funders. Conduct clinical audits of patients' accounts and ensure clinical auditing of the account controllers are accurate. Ensure accurate, specific and comprehensive clinical coding. Complete queries/requests of the Medical Scheme follow-up section timeously. Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. When handling or investigating a debtor query, ensure the account is accurately billed. Manage the workflow and supervise personnel of the Case Management department. Participate in interdisciplinary team meetings to optimize patient care. Provide estimations for all patient classifications. Provide Case management statistics on a weekly / monthly basis.

ENQUIRIES : Ms J Jooste Tel No: (021) 938-4140
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 15 November 2024

POST 40/245 : **EMS SHIFT LEADER GRADE 3 TO 6**
 Chief Directorate: Emergency, Clinical and Support Services

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

CENTRE : Emergency Medical Services, Murraysburg (Central Karoo District) (X1 Post)
 Emergency Medical Services, Oudtshoorn (Garden Route District) (X1 Post)

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. Current Professional driver's permit. Valid code C1 driver's license. 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. 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. Ensure effective communication with regards to patients, colleagues, other services and members of the Public.

ENQUIRIES : Mr J Jansen (District Manager – Garden Route/ Central Karoo) Tel No: (044) 802-2500

<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. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/246</u>	:	<u>EMS SHIFT LEADER GRADE 3 TO 6 (X2 POSTS)</u> Chief Directorate: Emergency, Clinical and Support Services
<u>SALARY</u>	:	Grade 3: R317 751 per annum Grade 4: R376 596 per annum Grade 5: R455 079 per annum Grade 6: R558 714 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Murraysburg (Central Karoo District) (X1 Post) Emergency Medical Services, Oudtshoorn (Garden Route District) (X1 Post)
<u>REQUIREMENTS</u>	:	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 ANA, ECT, Paramedic or ECP. Current Professional driver's permit. Valid code C1 driver's license. 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.
<u>DUTIES</u>	:	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. 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. Ensure effective communication with regards to patients, colleagues, other services and members of the Public.
<u>ENQUIRIES</u>	:	Mr J Jansen (District Manager – Garden Route/ Central Karoo) Tel No: (044) 802-2500
<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. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/247</u>	:	<u>ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT</u> Garden Route District
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection). Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid Driver's licence (Code EB) and willingness to travel to institutions within the Sub District. Competencies (knowledge/skills): Knowledge of all HRM aspects (i.e. commuted overtime system, and Circulars prescripts regulating and applicable to professional ranks in the OSD in the Health Sector). Ability to interpret and apply legislation, policies, directives and collective agreements. Computer skills (i.e. Microsoft Outlook, Excel, MS Word, PowerPoint, and PERSAL).
<u>DUTIES</u>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Handle as well as oversee application of prescripts with regards to pension, leave, allowances, pay sheets, resettlement and auditing of files. Maintain an effective and efficient Recruitment and Selection service. Provide an effective support function to manager and personnel. Supervise Administration Clerks to ensure effective functioning of the Personnel

Administration Section and ensure compliance in the HR Office with regards to registers and exit interviews. Facilitate sub-district Training Committee meetings and report training stats to District Office.

ENQUIRIES : Ms R Coetzee Tel No: (044) 604 6110
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
CLOSING DATE : 15 November 2024

POST 40/248 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (HOSPITAL FEES)**

SALARY : R308 154 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/ Maths Literacy and/or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience / competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate Supervisory experience in Revenue Department. Inherent requirements of the job: Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently and function well within a team. Knowledge of patient fee tariff structure. Knowledge of revenue, debtor, banking and cash management. Understanding hospital fees, policies and procedures, medical scheme Act 131 of 1998, PFMA of 1999, Hospital Information systems (e.g. Clinicom, AR etc). Practical working experience in computer literacy (Microsoft office and internet) Ability to work under pressure, handle a high work volume and meet strict deadlines.

DUTIES : Ensure accurate allocation of revenue received on the account receivables. Vigorous follow-up of all debt. Supervise hospital fees staff in accordance with all relevant Personnel and labour relations polices. Ensure optimal revenue collection with due consideration to the revenue target. Effective human resource management of the revenue and cashier components. Responsible for management of debtors and medical aid scheme. Reconciliation of BAS ad HIS systems.

ENQUIRIES : Mr LI Kitshini Tel No: (021) 938-4387
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : Candidates may be subjected to a practical test.
CLOSING DATE : 15 November 2024

POST 40/249 : **PERSONNEL PRACTITIONER**
Garden Route District

SALARY : R308 154 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in the field of People Management. Appropriate PERSAL experience. Appropriate experience on the E-Recruiting online system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel to institutions within Garden Route & Central Karoo Districts. Competencies (knowledge/skills): Excellent (verbal and written) communication skills. Ability to work under pressure, independently and to meet deadlines. Appropriate knowledge of HR Policies, procedures and practices. Computer skills (MS Office, MS Teams, Excel and PowerPoint).

DUTIES : Assist with Recruitment and Selection, Advertising of posts, DOTS Verifications, Pay Progressions, Grade Progressions, Salary Determination in respect of different OSD and non-OSD categories. Assist with Performance Management and Permis training in Sub Districts and acts as helpdesk for Permis. Assist the Pre- and Formal Moderating Committees with strategic overview of the performance management process. Assist with the implementation and maintenance of policy documents/circulars within the district as well as provision of training in this regard. Administer and ensure effective and efficient implementation of HRM policies, prescripts, capturing and approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Provide support and guidance to the institutional management, line managers and personnel regarding employment practices. Render a general support service to supervisor and colleagues.

ENQUIRIES : Ms S Pienaar Tel No: (044) 803-2703
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 15 November 2024

POST 40/250 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum

<u>CENTRE</u>	:	Grade 3: R451 533 per annum Bellville CDC (X2 Posts) Ravensmead CDC (X1 Post) Elsies River CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwifery. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to rotate within the health facility. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of Nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms. C May Tel No: (021) 833 0270/1 for Bellville South CDC, Ms. I Van Heerden Tel No: (021) 812 1908 for Ravensmead CDC and Mr. L Makamba Tel No: (021) 819 9032 for Elsie's River CHC
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for 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/oral assessment.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/251</u>	:	<u>PARAMEDIC GRADE 1 TO 4</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 1: R304 617 per annum Grade 2: R376 596 per annum Grade 3: R461 625 per annum Grade 4: R540 537 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Central Karoo (Beaufort West)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1: Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. Grade 2: Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Grade 4: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a Professional Council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic Registered ECP– None. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid professional driver's permit (PrDP). Physical and mental fitness. Valid code C1 driver's license. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent

		knowledge of all levels of emergency care protocols within the scope of registration category. Computer literacy and skills.
<u>DUTIES</u>	:	Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.
<u>ENQUIRIES</u>	:	Mr J Jansen (District Manager – Central Karoo) Tel No: (044) 802-2500 / Ms L. Fortuin Tel No: (023) 449-8249
<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. Shortlisted candidates will be expected to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/252</u>	:	<u>EMS LECTURER (PARAMEDIC) GRADE 1 TO 4 (X3 POSTS)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 1: R304 617 per annum Grade 2: R376 596 per annum Grade 3: R461 625 per annum Grade 4: R540 537 per annum
<u>CENTRE</u>	:	Emergency Medical Services, College of Emergency Care
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1: Successful completion of the Critical Care Assistant (CCA) qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. Grade 2: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Grade 4: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a Professional Council: Grade 1: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA). Grade 2: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic with CCA or NDIP. Grade 3: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. Grade 4: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 Years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with a National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 7 years after registration with the HPCSA as a Paramedic. None after registration with the HPCSA as an ECP. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid Code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Proficient computer literacy. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to provide mentorship and coaching. Ability to work in a team in Higher Education.
<u>DUTIES</u>	:	Provide effective and efficient teaching on NQF 5 and above EMC programmes. Ensure Adherence of students to College policies. Perform front-line vehicle duties with students and other clinical duties. Provide teaching assistance with other Clinical training programmes where required.
<u>ENQUIRIES</u>	:	Ms C. Mabaleka Tel No: (021) 938-6270
<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. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	15 November 2024

<u>POST 40/253</u>	:	<u>ORTHOPAEDIC FOOTWEAR TECHNICIAN GRADE 1 TO 2</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R255 078 per annum Grade 2: R297 441 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) or prescribed In-service training (with duration of at least 2 years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable as an Orthopaedic Footwear Technician. Registration with the Health Professions Council: Registration with the (HPCSA) as an Orthopaedic Footwear Technician. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA where applicable as an Orthopaedic Footwear Technician. Grade 2: A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA where applicable as an Orthopaedic Footwear Technician. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to travel and do outreach. Competencies (knowledge/skills): Be able to identify appropriate footwear for a range of conditions and deformities. Able to assess and screen Surgical boot needs. Know how to measure for a surgical boot, build-up and cast modification. Have knowledge of insole fabrication, hand lasting and sole build-up. Know general shoe adjustment. Be able to assess and measure patients. Able to problem solve for difficult cases. Knowledge on Diabetic footwear a plus. Good communication skills. Sound knowledge of relevant field and Procedures.
<u>DUTIES</u>	:	Design, measure, manufacture, fit, repair, adjust and align all surgical footwear and shoe modifications. Consult with the Medical Orthotist/Prosthetist in prescription of correct appliance for each patient. Deliver efficient and effective OFT clinical and practical related administrative service including record keeping Maintain machinery and other equipment used. (Weekly cleaning routine, empty dustpan. etc.) Promoting continuous development within the profession. Perform any other duties delegated by supervisor from time to time within normal scope of practice.
<u>ENQUIRIES</u>	:	Mr H Bergh Tel No: (021) 531-5300
<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. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom 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). Shortlisted candidates may be required to undergo a practical test. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/254</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (IN AND OUTPATIENTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	False Bay Hospital
<u>REQUIREMENTS</u>	:	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/reception and hospital environment. Appropriate experience of Patient Admissions. Appropriate experience in the Clinicom System. Inherent requirements of the job: Must be prepared to assist in other areas within the hospital. Willingness to work shifts, public holidays and do relief work. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Finance instructions. Good communication and interpersonal skills. Strong sense of confidentiality. Ability to accept accountability, responsibility, work independently. Ability to function and participate actively in a group.
<u>DUTIES</u>	:	In-and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing and other PGWC system computer duties. Patient registration on Clinicom system. Responsible for handling and receiving of public money and Cash Collection and Banking of State Money. Admission, transfer and discharge of in-and out-patients as per PGWC Hospital Fees policies and procedures including attending to patient queries (verbal and written). Debit charge entries to invoices as per UPFS and PGWC billing procedures. Folder Management /Maintain an effective filing system. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain and repair patient files and prepare case notes for archiving. Responsible for handling telephonic and

personal enquiries with regard to patients. Relieve in other departments as operationally required.

ENQUIRIES APPLICATIONS : Ms S Levy Tel No: (021) 832-5205
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 : 15 November 2024

POST 40/255 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

SALARY : R216 417 per annum
CENTRE : Western Cape College of Nursing, Central Administration offices, Stikland
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics/Mathematics Literacy and/or Accountancy as a passed subject. Experience: Appropriate experience in Supply Chain Management in a buying capacity and Bid administration. Appropriate experience in the procurement of equipment, provisioning of goods and services. Appropriate experience of using the Electronic Procurement System (ePS) quotation tool, SEB, CSD and Logis. Appropriate experience in the planning and implementation of formal and mini contracts and the management of the relevant contract management tools. Appropriate experience that focuses on the Key Performance Areas of the post. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Knowledge of tenders & contracts management. Timeous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel). Knowledge and skills of Logis, Electronic Procurement System(ePS) and Western Cape Supplier Evidence Bank.

DUTIES : Facilitate and ensure effective and efficient Bid Administration. Ensure effective and efficient procurement of Equipment and Services are done in time, as per approved Budget. Receiving and evaluation of proposals, making supplier recommendations. Correct placing of orders according to SCM policies and Correct implementation of procedures and directives relating to procurement. Coordinate and facilitate the Sourcing management process. Record and System management. Effective communication and overall responsiveness. Ensure implementation of procurement plan and assist in the demand management and procurement planning. Provide support to colleagues and supervisors (internal and external).

ENQUIRIES APPLICATIONS : Mr N Rhode Tel No: (021) 831-5824
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 15 November 2024

POST 40/256 : **ADMINISTRATION CLERK: HRM (RECRUITMENT AND SELECTION)**

SALARY : R216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy. Attention to detail, relationship building skills, multi-tasking, time management, critical and analytical thinking. Knowledge of Western Cape Government Recruitment and Selection policy.

DUTIES : Filing of documents and maintenance of various HR databases. Process and facilitate paid/unpaid job offers and contracts of employment. Support Selection Panel as HR Advisor. Hosting of fingerprints and sending documents to external service provider for verification.

ENQUIRIES APPLICATIONS : Mr MS Benjamin Tel No: (021) 404-2331
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 : 15 November 2024

POST 40/257 : **ADMINISTRATION CLERK: SUPPORT SERVICES**

SALARY : R216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate (or equivalent). Experience: Appropriate Secretarial and Office Administration experience. Competencies (knowledge/skills): Good communication skills. Knowledge of secretarial and office

	:	administration practices and minute taking skills. Computer literacy (MS Office, Word and Excel) and typing proficiency. Willingness to undergo development courses.
<u>DUTIES</u>	:	Providing administration and secretarial support service, office management and reception functions. Answering telephonic queries and delivering messages. Ordering of stationery, equipment and office consumables. Typing of documents, reports, correspondence and keeping an effective filing system. Prepare meetings and taking of minutes. Ensure timeous submission of statistical data, as well as collate and compile databases, rosters and monthly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs C Makeba Tel No: (021) 404-4038
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test on the day of interview.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/258</u>	:	<u>ADMINISTRATION CLERK: HRM (RECRUITMENT AND SELECTION)</u>
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Grote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy. Attention to detail, relationship building skills, multi-tasking, time management, critical and analytical thinking. Knowledge of Western Cape Government Recruitment and Selection policy.
<u>DUTIES</u>	:	Filing of documents and maintenance of various HR databases. Process and facilitate paid/unpaid job offers and contracts of employment. Support Selection Panel as HR Advisor. Hosting of fingerprints and sending documents to external service provider for verification.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MS Benjamin Tel No: (021) 404-2331
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/259</u>	:	<u>PRINCIPAL LINEN SUPERVISOR</u>
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (grade 12 or equivalent). Experience: Appropriate experience in Hospital Linen Bank and staff supervision. Competencies (knowledge/skills): Ability to achieve good interpersonal relations with staff and the service provider. Good numerical skills. Knowledge and ability to interpret the Western Cape Hospital Linen Management Policy.
<u>DUTIES</u>	:	Effective component supervision of Linen Supervisors. Effective communication and liaising with regarding operational aspects of the outsources laundering and linen management services. Monitor and assist with linen operational processes of the outsourced contractual obligations of the outsourced linen and laundry contractor. Effective quality linen control in terms of hospital end-users as supplied by the contractor. Perform relief duties within the hospital linen management setup and filing duties and Willingness to work overtime during weekends and Public Holidays.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Gudwana Tel No: (021) 404-5315
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/260</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X4 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Swartland Sub-district: Darling Clinic (X1 Post) Riebeek Wes Clinic (X1 Post) Moorreesburg Clinic (X1 Post) Malmsbury CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with a Professional Council: Registration with SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills

	:	in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Community Participation.
<u>ENQUIRIES</u>	:	Mr RA Christoffels Tel No: (022) 482-2729
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Swartland Sub-District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/261</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2</u> Chief Directorate: Emergency And Clinical Services Support
<u>SALARY</u>	:	Grade 1: R205 733 per annum Grade 2: R239 658 per annum
<u>CENTRE</u>	:	Forensic Pathology Service, Paarl Laboratory
<u>REQUIREMENTS</u>	:	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: Valid Code B/EB driver's licence. Will be required to deliver testimony in court proceedings. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Above - average Computer and software literacy in at least MS Excel and Word. Be willing to travel long distances and working standby duties/ overtime. Competencies (knowledge/skills): Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Appropriate Forensic Pathology Service experience. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to communicate clearly and discreetly in person and in writing.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms D Ontong, Email: Dawn.Ontong@westerncape.gov.za / Tel No: (021) 862 2047
<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. Short-listed candidates will be subjected to a practical and drivers test. Candidates will be subjected to a Security Clearance prior to appointment.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/262</u>	:	<u>PLASTER OF PARIS ASSISTANT</u>
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in the application and removal of Plater of Paris (POP). Competencies (knowledge/skills): Ability to work with patients. Good interpersonal, communication and writing skills. Ability to function as part of a team. Ability to work independently and take initiative. Ability to work under pressure in stressful environments. Honest, patient, hardworking and reliable.
<u>DUTIES</u>	:	Render an effective support to medical and nursing staff in the orthopaedic clinic. Including, but not limited to, the application and removal of POP, splints and braces. Assist with effective workflow in the clinic. Effective and economical utilization of resources. Perform administrative tasks including record keeping, ordering and maintenance of stock level of consumables.
<u>ENQUIRIES</u>	:	Ms S Ntshanka Tel No: (021) 404-5118 or email: Siyasanga.Ntshanka@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	15 November 2024

<u>POST 40/263</u>	:	<u>LIBRARIAN ASSISTANT</u>
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Directorate: Western Cape College of Nursing, Metro Campus (Athlone)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Grade 12 / Senior Certificate plus competencies. Experience: Appropriate experience in a Library environment. Competencies (knowledge/skills): Computer literacy and technical skills. Good interpersonal skills. Good administrative skills.
<u>DUTIES</u>	:	Ensure and promote customer focussed service: Provide information services to students and staff. Participating in shift work, marketing relevant services and resources. Comply to the library policies, guidelines, copyright and legal compliances in the library. Circulation related tasks: Checking in and out library materials, managing holds and reserves, capturing receipts, patron registration. Administrative tasks and functions: Data entry, Photocopy and printing support, maintaining library spaces, record keeping, filing. Collection management: Responsible for the maintenance and preparation of library material, responsible for shelving and shelf reading of library material according to classification systems, inventory management. Assist with academic support.
<u>ENQUIRIES</u>	:	Ms N Vajat Tel No: (021) 684-1204/1205
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/264</u>	:	<u>NURSING ASSISTANT: GRADE 1 TO 3 (FEMALE WARD) (X1 POST) AND TRAUMA AND OUTPATIENT (X1 POST)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Current 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 for nursing. Willingness to rotate within the hospital. Competencies (knowledge/skills): Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Skills to effectively communicate verbally & in writing, function within the team, and facilitate on the level of the post.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms MM Luphondo Tel No: (021) 902-8010/57
<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/265</u>	:	<u>NURSING ASSISTANT: GRADE 1 TO 3 (OBSTETRICS) (X3 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R 227 070 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows for registration with the South African Nursing Council (SANC) as an Enrolled Nurse Assistant. Registration with a Professional Council: Registration with the SANC a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience after registration with the SANC as an Enrolled Nurse Assistant. Grade 3: A minimum of 20 years

appropriate/recognisable experience after registration with the SANC as an Enrolled Nurse Assistant. 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): 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. Good communication, planning and interpersonal skills.

DUTIES : Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860-2504 / email: anthea.solomons@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. 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 Paarl Hospital for a period of 3 months from date of advert.

CLOSING DATE : 15 November 2024

POST 40/266 : **NURSING ASSISTANT GRADE 1 TO 3**
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by Overtime and relief work in the Departments to ensure effective provision of services. Willingness to rotate within the hospital when required. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Ms LA Campbell Tel No: (044) 802-4371 / 4537

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

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

CLOSING DATE : 15 November 2024

POST 40/267 : **CLEANER**
Central Karoo District

SALARY : R131 265 per annum

CENTRE : Prince Albert Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Experience in the field of domestic and Hospital cleaning services. Inherent requirements of the job: Physical able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and Hospital cleaning services. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to operate machinery and

	:	equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<u>ENQUIRIES</u>	:	Sr S Frieslaar Tel No: (023) 814-2982
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/268</u>	:	<u>CLEANER</u> Central Karoo District
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Murraysburg Health Facility
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Experience in the field of domestic and clinic cleaning services. Inherent requirements of the job: Physical able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and clinic cleaning services. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<u>ENQUIRIES</u>	:	Sr S Scheepers Tel No: (049) 844 -0021/53
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/269</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE</u>	:	Crossroads Community Day Centre (20 sessions), Nyanga Community Day Centre (16 sessions), Dr Abdurahman Community Day Centre (4 sessions)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on PHC level and knowledge applicable to South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Comprehensive evidence-based, direct patient-centered Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics within the

		Klipfontein/Mitchells Plain Sub-structure, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Provide quality outpatient care to patients in Klipfontein/Mitchells Plain Sub-structure Primary Health Care facilities. Provide an outreach and support service to PHC facilities in the Klipfontein/Mitchells Plain Sub-structure. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Mitchells Plain Sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr A Isaacs at (071) 876 2257
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Klipfontein/Mitchells Plain Sub-structure for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/270</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY) (SESSIONAL) (4 HOURS PER WEEK)</u>
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: 809 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Ophthalmology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Ophthalmology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Ophthalmology. Competencies (knowledge/skills): Clinical and surgical competency in Glaucoma management. Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Appropriate experience clinical experience as a qualified Ophthalmologist.
<u>DUTIES</u>	:	Participation in under- and post-graduate divisional activities. Supervision and training of junior surgical staff and undergraduate students/interns. Ophthalmic clinical service provision in the Groote Schuur Hospital Division of Ophthalmology (theatre, clinics, OPD) with emphasis on Glaucoma.
<u>ENQUIRIES</u>	:	Prof N du Toit Tel No: (021) 404-5008
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	15 November 2024