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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 43 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.

AMENDMENTS : **GOVERNMENT TECHNICAL ADVISORY CENTRE:** Kindly note that the position of X2 Analyst: Capital Projects Appraisal (Ref no: G03/2024) (For Government Technical Advisory Centre) advertised in the Public Service Vacancy Circular 42 of 2024 dated 15 November 2024 with a closing date of 29 November 2024. There was a technical issue with our recruitment portal system, applicants were not able to see the advert and to apply. Nothing has changed in the advert. All applicants who have already applied need to reapply. The closing date has been extended to 06 December 2024. We apologise for the inconvenience caused. For enquiries please send to kaizer.malakoane@gtac.gov.za

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DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

NOTE

: Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. 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 to make an appointment. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON**POST 43/01**

: **CHIEF DIRECTOR: MUNICIPAL GOVERNANCE, (REF NO: CDMF/11/2024)**

SALARY

: R1 436 022 per annum. (Level 14) (An all-inclusive remuneration package) The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

CENTRE REQUIREMENTS

: Pretoria
: An undergraduate qualification in Public Administration / Management at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at senior management level in the relevant field. Proficiency in MS Word, MS Excel and MS PowerPoint. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): A Certificate in Municipal Finance / Law. MS Project and MS Planner. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Municipal Structures Act, Municipal Systems Act, Municipal Demarcation Act, Intergovernmental Relations Framework Act, Municipal Electoral Act, Municipal Finance Management Act, Anti-corruption legislation and the justice system process. Constitution of the Republic of South Africa, 1996. Public Service and Local Government Transformation. Monitoring and evaluation techniques. Local government policies and systems.

DUTIES

: The successful candidate will perform the following duties: Direct and support municipal governance legislative and policy development, and implementation. Provide strategic support to ensure efficient delegation of powers and functions to provinces and municipalities,

interventions support. Improve municipal financial governance and audit outcomes. Provide strategic guidance by ensuring legal consequences for corrupt activities in local government.

**ENQUIRIES
APPLICATIONS**

: Dr K Naidoo, Tel No: 064 752 5617
: Applications must be submitted electronically via email to: Executives@phakipersonnel.co.za
For application enquiries contact Rebecca Hatlane at: 011 941 1953.

POST 43/02

: **CHIEF DIRECTOR: MUNICIPAL FUNDING AND REVENUE SUPPORT, (REF NO:
CDMFRS/12/2024)**

SALARY

: R1 436 022 per annum. (Level 14) (An all-inclusive remuneration package) The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

**CENTRE
REQUIREMENTS**

: Pretoria
: An undergraduate qualification in Public Administration / Management / Economics / Development Studies or equivalent at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at senior management level in the relevant field. Proficiency in MS Word, MS Excel and MS PowerPoint. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): A Certificate in Municipal Finance. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive knowledge of: Local government legislation, policies and systems. MPRA and provisions of related relevant legislation. MSA and related municipal finance legislation. Municipal and Public Finance. Policy development. The link between infrastructure development and economic development. Intergovernmental fiscal relations. Local economic development. Poverty eradication and job creation.

DUTIES

: The successful candidate will perform the following duties: Provide strategic direction in the development and implementation of revenue enhancement programmes for municipalities and administer the Local Government Equitable Shares (LGES). Support the management / administration of the Municipal Systems Improvement Grant (MSIG). Provide guidance on municipal tariffs levied by municipalities; cost of supply for the provision of water and electricity by municipalities; and municipal services partnerships. Direct, manage, monitor and advise municipalities on property rating aspects of the Municipal Property Rates Act as well as the oversight role of provinces. Direct, manage, monitor and advise municipalities on property valuations of the Municipal Property Rates Act as well as the oversight role of provinces.

**ENQUIRIES
APPLICATION**

: Dr K Naidoo, Tel No: 064 752 5617
: Applications must be submitted electronically via email to: Recruit8@phakipersonnel.co.za For application enquiries contact Koena Tibane at: 011 941 1953.

DEPARTMENT OF DEFENCE



CLOSING DATE : 6 December 2024

NOTE : Applications must be submitted on form Z83 (effective 01 January 2021), obtainable from the website of the Department of Public Service and Administration at www.dpsa.gov.za/newsroom/psvc and should be accompanied by a comprehensive Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit relevant certified copies of qualifications/relevant documentation. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to two (2) pre-entry assessments of which one will be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection Committee shall score both technical exercised as an additional criterion in the interview process. The practical exercise shall determine the candidate's suitability based on the post's technical and generic requirements and shall comprise a formal test to determine a candidate's proficiency. Integrity (Ethical Conduct) Assessment shall be conducted to determine the candidate's grasp of the ethical principles, ethical decision-making abilities and ethical standards relevant to public service. The logistics of which will be communicated by the department on the date of the interview. Additional to this, the shortlisted candidates will be required to attend a generic managerial competency assessment (competency-based assessments) as mandated by the Department of Public Service and Administration Senior Management Service competency assessment tools. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract (Top Secret security clearance). Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. The successful candidate will be required to enter into a five (5) year employment contract and yearly performance agreement with the Minister of Defence and Military Veterans. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. The department reserves the right not to make appointment to the advertised post. Due to the large volumes of applications anticipated, correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 43/03 : **SECRETARY FOR DEFENCE (DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO. 03/24/01**
(5 year contract)

SALARY : R2 259 984 per annum (Level 16) (All-inclusive salary package) which consists of a basic salary (70% of package, employer 's contribution to the Government Employee Pension Fund) and a flexible portion to be structured. A non-pensionable allowance equal to 10% of the all-inclusive non-pensionable HOD allowance.

CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.

REQUIREMENTS : A Senior Certificate, an Undergraduate Qualification and a Postgraduate Qualification NQF level 8 as recognised by SAQA. NQF level 9 and above would serve as an advantage. Must have minimum 10 years proven experience at senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government, constitution and the role of the Defence Secretariat as defined in the Constitution, Act 108 of 1996. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government acts/legislation (Defence Act and regulations, Public Service Act and regulations; PFMA and treasury regulations and relevant policies and prescripts governing entities within the portfolio and impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector, He/she will be expected to be innovative and have organisational abilities, good writing skills, project management, financial management skills and change management.

- DUTIES** : Serve as the Head of the Department of Defence and its entities in accordance with all legislation, regulations and policy prescripts. Function as the principle departmental policy advisor to the Minister of Defence and Military Veterans (Minister) on defence policy matters. Support the Minister in the effective and efficient execute his/her constitutional responsibilities as the Executive Authority for Defence, including that of exercising civil control over the Defence Force. Assist the Minister in providing strategic defence direction through strategic research and the development of defence policies and strategies for the defence and protection of South Africa. Ensure the implementation of such defence strategic direction through strategic and operational plans, programmes, budgets and organisational alignment. Ensure good governance measures overall defence resources, and with specific reference to defence human, financial, logistics and ICT resources. Ensure strategic control over the defence function, including performance management, evaluation; reporting; risk management; internal audit and departmental compliance; Manage the defence relationships with key Stakeholders and Assurance Providers, inter-alia: The Public Service Commission; the Department of Public Service and Administration; the National Treasury; the Defence Audit Committee; and the Auditor General of the Republic of South Africa. Provide defence science, technology and acquisition services that manage defence capital and technology programmes. Provide transversal strategic support services to the Minister and the Department, inclusive of defence legal services; parliamentary and cabinet services; cluster services; defence diplomacy services; public entity ownership-control services; corporate communication services; and the access to defence information. Provide a Secretariat to the National Conventions Arms Control Committee.
- ENQUIRIES APPLICATIONS** : Major General N.E. Mkhize, (012) 339-5201.
: Department of Defence, Human Resource Division (Chief Directorate Human Resource Management), Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a wooden box at the reception. Or emailed to dhrcmstaffing@gmail.com
- NOTE** : The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representativity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representativity will receive preference.
- POST 43/04** : **CHIEF FINANCIAL OFFICER: REF NO: 04/24/01**
- SALARY** : R1 741 770 per annum (Level 15) (All-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines).
- CENTRE REQUIREMENTS** : Armscor Building, Erasmuskloof, Pretoria.
: Grade 12 certificate with Bachelor of Commerce degree and a postgraduate qualification in the Finance/Accounting/Auditing field at NQF level 8 as recognised by SAQA. (A CA (SA) or other financial/auditing professional qualification or accreditation) A minimum of eight (8) years working experience on Senior Management level. Certificate for entry into the Senior Management Service. The successful candidate must have a Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Vast knowledge and understanding of relevant policies and legislations, e.g PFMA, PSA, PSR, Treasury Regulations, PPPFA, GRAP, LRA, BCEA, NT's MCS, etc. Special requirements (skills needed): Financial management; Strategic planning; Project management; Financial GRC; Financial reporting, Auditing, etc.
- DUTIES** : Provide support and financial advisory services to the Secretary for Defence (Sec Def), Chief of the South African National Defence Force (C SANDF) and Minister of Defence & Military Veterans (MOD & MV); Manage the budget of the Department of Defence (DOD) effectively and efficiently; Provide responses to parliamentary enquiries; Participate in parliamentary engagements (Portfolio Committee on Defence, SCOPA); Facilitate AGSA audits; Advice and support the management of the DOD; Strategically direct and control the Financial Management Division (FMD); Maintains financial policies. Oversee the execution of the FMD business plans e.g. provide financial instructions to the Sec Def; Provide strategic guidelines for the DOD financial strategic business plan; Control the execution of the financial strategic business plan; Provide effective financial management to ensure the following: Development, implementation and maintenance of transparent internal control systems; Compliance with policies, plans, procedures, laws, regulations, contracts; Safeguarding of assets; Accomplishment of established objectives and goals for operations or programs; Exercise sound budgeting and budgetary control practices; Submission of financial reports; Corrective actions and preventative measures; Reliability and integrity of information.
- ENQUIRIES APPLICATIONS** : Major General N.E. Mkhize, Tel No: (012) 339-5201
: Department of Defence, Human Resource Division (Chief Directorate Human Resource Management), Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a wooden box at the reception. Or emailed to dhrcmstaffing@gmail.com

NOTE

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

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.

- APPLICATIONS** : To be directed to the Acting Director: HRM, Government Communication and Information System (GCIS), Private Bag X745, Pretoria, 0001, or hand deliver to Tshedimosetso House, 1035 cnr Frances Baard & Festival streets, Hatfield, Pretoria or email to recruitment27@gcis.gov.za
- FOR ATTENTION** : Ms Priscilla Kgopyane
- CLOSING DATE** : 20 December 2024
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should an applicant be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidate will enter into an employment contract with the GCIS that will be reviewed based on performance. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

- POST 43/05** : **DIRECTOR-GENERAL: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS) REF: 3/1/5/1-24/27**
(Five-Year Fixed Contract).
- SALARY** : R2 259 984. per annum (Level 16), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 8) as recognised by SAQA in Communication/ Media Studies- Majoring in Communication/ Journalism Majoring in Communication/ Public Relations- Majoring in Communication/ or NQF Level 8 in Public Administration / Public Management/ Leadership/ Social/ Behavioural Sciences or related and equivalent qualification only if the candidate possesses a Diploma NQF Level 6 or Degree NQF 7 in Communication/ Public Relations- Majoring in Communication / Journalism- Majoring in Communication / Public Relations- Majoring in Communication / Media Studies- Majoring in Communication. Applicants must have ten (10) years of experience at senior management level Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Skills: Superior leadership skills; excellent written and verbal communication skills; ability to interact with people at all levels; Executive and people management; strong public speaking skills; proven change management skills and capability; analytical, organisational and interpersonal skills; complex stakeholder management skills, especially at intergovernmental level, innovative; creative thinking; strategic

coordination skills and computer literacy. Job knowledge: Extensive knowledge of the South African and international communications landscape. An in-depth understanding of government communication discipline. A thorough knowledge and understanding of government policies and programmes. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Extensive knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS.

DUTIES

: Reporting to the Minister in The Presidency, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the department. Serve as a spokesperson for Government. Lead the repositioning of the GCIS to enhance its global and domestic reputation. Provide leadership to the communication sector. Ensure integration, coherence and standard performance of communication across all spheres of government. Lead the transformation of the communication sector in line with government priorities. Provide effective and timely support to the Minister and Deputy Minister(s), including the government clusters. Serve as the Accounting Officer of the department in ensuring that the resources allocated to the department are optimally deployed – and used efficiently and cost-effectively – to achieve the strategic objectives of the department. Coordinate and organise the resources of the department and its entities to implement the National Development Plan: Vision 2030 and Medium-Term Strategic Framework priorities pertaining to the department. Provide strategic management of the department by coordinating the implementation of the strategic vision and direction, leading the formulation, development of support and enabling tools to ensure execution, monitoring, evaluation and reporting of the departmental strategy and plans internally and to all applicable oversight bodies. Strengthen the department's governance, compliance and organisational capacity to deliver on its mandate. Ensuring that South African citizens and global targeted communities are provided with timeous, accurate and accessible information. Ensure departmental entities function optimally and deliver on their respective mandates. Ensure that the GCIS's strategic projects and programmes are implemented efficiently, timeously and in a cost-effective manner. Create a robust and agile policy review and development environment to ensure that communication remains a strategic thrust and key success indicator for all government programmes. Lead South Africa's communication agenda setting.

ENQUIRIES

: Mr. Paul Kwerane Tel: 012 473 0407 and Ms. Lungile Tshabalala Tel: 012 473 0074.

APPLICATIONS

: Applications may be hand delivered to Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment27@gcis.gov.za

NOTE

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. 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, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

DEPARTMENT OF HOME AFFAIRS

CLOSING DATE : 23 December 2024

NOTE : Applications must be submitted online at <https://eRecruitment.dha.gov.za> or send to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za and a comprehensive CV, citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible); limited to 2.5MB in size. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice) as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA). Shortlisted candidates will be subjected to employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Once appointed, the entering into of an employment contract (for SMS posts), serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, ONLY.

MANAGEMENT ECHELON

POST 43/06 : **CHIEF DIRECTOR: LEGAL SERVICES, REF NO: HRMC 44/24/1**

SALARY : R1 436 022 - R1 716 933 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Headquarters Head Office, Tshwane, Branch: Operations.

: A four-year Legal qualification at an NQF level 7 as recognized by SAQA. Admission as an Advocate or Attorney would be an added advantage. 5 Years' experience at a Senior management level (strategic management level) within a legal environment. Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legal documents and / or contracts, commercial contracts, drafting and scrutinizing of International Agreements. Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Civil Litigation and Mediation. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium-Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for the following specific tasks: Direct the provision, development and management of legal services to the Department and Ministry. Provide strategic advice and guidance on all legal matters. Ensure the effective drafting of legislation, commercial contracts, drafting and scrutinizing of International Agreements. Proactively manage litigation by, or against the Department. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Chief Directorate. Reduction of Contingent Liability held by the Department. Coordinate and monitor delivery of the legal services business plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Build relationships with key stakeholders and represent the Department at various forums. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate.

- ENQUIRIES APPLICATIONS** : Ms S Mkhali, Tel No: 072 527 6033 / 012 406 7109
Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to legalrecruitment@dha.gov.za by the specified closing date.
- POST 43/07** : **CHIEF DIRECTOR: PERMITS, REF NO: HRMC 44/24/2**
- SALARY** : R1 436 022 - R1 716 933 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Headquarters Head Office, Tshwane, Branch: Immigration Services.
An undergraduate qualification in Law, Public Management, Administration, Business Management or International Relations at NQF level 7 as recognized by SAQA. 5 Years' experience at a Senior Management level (strategic management level). Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium-Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. Knowledge of Economic Development, International Relations and Law relating to Immigration. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee and ensure the effective and efficient management of VISA and Permanent Residence processes. Provide strategic advice and guidance on permitting matters. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (legislative reviews, digital transformation, case management solutions and product / process improvements), in order to enhance service delivery in the Chief Directorate. Coordinate and monitor delivery of the permitting business plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES APPLICATIONS** : Mr W Mamphoke, Tel No: 072 527 3114/ 012 406 4247
Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to imsrecruitment@dha.gov.za by the specified closing date.
- POST 43/08** : **CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT, HRMC 44/24/3**
- SALARY** : R1 436 022 - R1 716 933 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Headquarters: Head Office, Tshwane, Branch: Finance and Supply Chain Management.
An undergraduate qualification in Financial Management, Supply Chain Management, Public Management, Administration or Business Management at an NQF Level 7. 5 Years' experience in government supply chain management. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Knowledge of the Public Finance Management Act, Treasury Regulations and other procurement related legislation. Excellent abilities and vast experience in project management, project optimization, and the use of online systems in the supply chain and asset management fields. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work.

- Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the development and management of Supply Chain Management (SCM) process and strategy for the Department, and strategic objectives for supply chain and asset management to meet the objectives of the Department. Provide strategic advice and guidance on supply chain matters. Review procurement contracts on a regular basis to ensure value for money. Lead and direct the coordination of fleet and asset management processes and procedures in the Department. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (digital transformation, case management solutions and product / process improvements), in order to enhance service delivery in the Chief Directorate. Coordinate and monitor delivery of the supply chain management business plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Provide strategic leadership and direction to the unit, and coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms S Mkhaliphi, Tel No: 072 527 6033 / 012 406 7109
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to financerecruitment@dha.gov.za by the specified closing date.
- POST 43/09** : **PROVINCIAL MANAGER: EASTERN CAPE, REF NO: HRMC 44/24/4**
- SALARY** : R1 436 022 - R1 716 933 per annum per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Headquarters :Eastern Cape: Provincial Manager's Office – King Williams' Town
- REQUIREMENTS** : An undergraduate qualification in Law, Public Management, Administration, Business Management, Financial Management or Operations Management at NQF level 7 as recognised by SAQA. 5 Years' experience at a Senior Management level (strategic management level). Extensive experience in Operations Management. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium-Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Province against the agreed service delivery standards. Provide strategic advice and guidance on operations of the Department at a Provincial level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of Provincial Immigration Inspectorate activities. Foster effective partnership with all stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Province. Coordinate and monitor delivery of the Provincial business plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Province. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Mr JS Modipa, Tel No: 082 881 9804 / 012 406 4243
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to ipsrecruitment@dha.gov.za by the specified closing date.

<u>POST 43/10</u>	:	<u>DISTRICT MANAGER OPERATIONS, HRMC 44/24/5</u>
<u>SALARY</u>	:	R1 216 824 - R1 433 355 per annum per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Headquarters: Gauteng: Johannesburg Metro Municipality : An undergraduate qualification in Law, Public Management, Administration, Business Management, Financial Management or Operations Management at NQF level 7 as recognised by SAQA. 5 Years' experience at a middle / senior management level (strategic management level). Extensive experience in Operations Management. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the District against the agreed service delivery standards. Provide strategic advice and guidance on operations of the Department at a District level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Districts Immigration Inspectorate activities. Foster effective partnership with all stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the District. Coordinate and monitor delivery of the District operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the District. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JS Modipa, Tel No: 082 881 9804 / 012 406 4243 : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://eRecruitment.dha.gov.za or sent via email to ipsrecruitment@dha.gov.za by the specified closing date
<u>POST 43/11</u>	:	<u>DIRECTOR: APPEALS, REF NO: HRMC 44/24/6</u>
<u>SALARY</u>	:	R1 216 824 - R1 433 355 per annum per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	SHeadquarters: Head Office, Tshwane, Branch: Immigration Services, Chief Directorate: Permits. : An undergraduate qualification in Law, Public Management, Administration, Business Management or International Relations at NQF level 7 as recognized by SAQA. 5 Years' experience at a middle / senior management level (strategic management level). Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. Knowledge of Economic Development, International Relations and Law relating to Immigration. A valid drivers' license. Willingness to travel and work extended hours Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating

- action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective and efficient management of VISA and Permanent Residence Appeals processes. Provide strategic advice and guidance on Appeals matters. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (legislative reviews, digital transformation, case management solutions, product / process improvements and data management and analysis), in order to enhance service delivery in the Directorate. Coordinate and monitor delivery of the Appeals operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms A Ngcobo, Tel No: 081 041 1558 / 012 406 4356
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to imsrecruitment@dha.gov.za by the specified closing date.
- POST 43/12** : **DIRECTOR: FINANCIAL ACCOUNTING, REF NO: HRMC 44/24/7**
- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Headquarters: Head Office, Tshwane, Chief Directorate: Financial and Asset Management.
- REQUIREMENTS** : An undergraduate qualification in Financial Accounting at an (NQF Level 7) 5 Years' experience at a middle / senior management level (strategic management level). Professional registration as a Chartered Accountant is an added advantage. Knowledge of the Constitution of the Republic of South Africa. Knowledge and Understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. Excellent knowledge of the Public Finance Management Act, Treasury Regulations and Accounting Frameworks (Modified Cash Standard). A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development and implementation of effective and efficient financial accounting and control strategies, practices and procedures within the Department, fully compliant with prescribed financial accounting frameworks and standards. Manage the compilation and analysis of the annual and interim financial statements in accordance with the modified cash standard. Manage Departmental debtors, the monthly requisition and surrendering of funds, month-end closure of books, ledger accounts and the transfer of payments. Prepare and manage audit outcomes relevant to financial accounting. Present financial statements and accounts to various fora and provide investigative and secretarial support to the Loss Control Committee. Provide strategic advice and guidance on financial accounting matters. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (digital transformation, financial accounting solutions, and process improvements), in order to enhance service delivery in the Directorate. Coordinate and monitor delivery of the Financial Accounting operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms N Raziya, Tel No: 072 527 7141/ 012 406 4155
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to financerecruitment@dha.gov.za by the specified closing date

OTHER POSTS

<u>POST 43/13</u>	:	<u>SPECIALIST: NETWORK CONTROLLER, REF NO HRMC 44/24/7 (2 POSITIONS)</u>
<u>SALARY</u>	:	R849 702 - R1 000 908 per annum (Level 11). (An all-inclusive salary package)
<u>CENTRE</u>	:	Headquarters: Head Office, Tshwane, Branch: Information Services, Chief Directorate: IS Infrastructure Management.
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology, Computer Science, Information Systems or Computer Engineering at an NQF level 6 as recognised by SAQA. 3 Years' experience at an Assistant Director or an equivalent level in the Information Technology environment. Experience in designing and implementing network subnets and VLAN's, Access lists, Secure Virtual Private Networks and network security. Knowledge of Network administration. Indepth technical knowledge of network switching and routing. Knowledge of the Public Service Regulatory Framework. Knowledge of the State Information Technology Agency Act 88 of 1998. Understanding of the Departmental Legislation and Prescripts. Knowledge of National Strategic Intelligence Act and the Draft Electronic Transaction Bill Required skills and competencies: Management and Leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and implement network strategies and plans. Implement and manage LAN and WAN (VPN) environment including telephony (VOIP) for the entire Department. Connect systems and servers related to district networks for the availability of services to authorized users e.g. email systems, accounts, print queues, IP assignments, computer etc. Coordinate and implement data network activities, computer operations and configuration for purpose of providing technical advice. Coordinate and implement the design of computer networks, physical and logical network infrastructures and service for system operations (e.g. internet, intranet, webmail, FTP service, etc). Provide expertise on Mobile connectivity for the mobile workforce (e.g. VSAT, 3G, Wi-Fi, LAN, WiMax). Coordinate, implement and install computer equipment, network (client and server) software and hardware on a variety of platforms. Ensure the connection of service on a website and related hardware and supporting software such as throughput, switches, patch panels and racks. Address network security threats in service level timelines. Ensure that all network incidents and problems are reported, investigated and resolved. Participate in the preparation of bid specifications for required purchases (e.g. computers router, software (email, firewall, backup)). Provide strategic advice and guidance on Network matters. Facilitate stakeholder engagement and collaboration with key account stakeholders, and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (digital transformation, solutions, product / process improvements and data management and analysis), in order to enhance service delivery. Contribute to delivery of the Information Services business / operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES</u>	:	Ms T Rakgoale, Tel No: 081 032 1861 / 012 406 2808
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://eRecruitment.dha.gov.za or sent via email to isrecruitment@dha.gov.za by the specified closing date
<u>POST 43/14</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION, REF NO: HRMC 44/24/8</u>
<u>SALARY</u>	:	R849 702 - R1 000 908 per annum (Level 11). (An all-inclusive salary package)
<u>CENTRE</u>	:	Headquarters: Head Office, Tshwane, Office of the Director-General.
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Management or Administration at an NQF level 6 as recognised by SAQA. 3 Years' experience at an Assistant Director of equivalent level. Extensive experience in administrative support. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, document management methodologies and applicable Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict

management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the provisioning of administrative support services in the Office of the Executive Authority (e.g. HR, procurement, assets, courier services, logistics and transport / travel, records – and financial management). Keep record of decisions of Cabinet / the Executive Council and alert the Chief of Staff and Executive Authority of actions to be taken and due dates. Develop / coordinate correspondence and reports as directed. Coordinate effective integration of ministerial projects and programmes. Provide advice and guidance on related policy matters. Attend to client enquiries in accordance with agreed service timelines. Facilitate stakeholder engagement and collaboration and represent the Office at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements

ENQUIRIES

: Mr BC Mathatho, Tel No: 081 045 8239 / 012 406 4250

APPLICATIONS

: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to DGrecruitment@dha.gov.za by the specified closing date.

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to: jobs@dhs.gov.za
- CLOSING DATE** : 06 December 2024 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 43/15** : **CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) AND RECORDS MANAGEMENT REF NO: DOHS/13/2024**
(Re-Advertisement Candidates Who Previously Apply, Need Not Re-Apply.
Branch: Corporate Services
Chief Directorate: Information Communication Technology (ICT) And Records Management
- SALARY** : R1 436 022. per annum (Level 14) (All-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications Matric/Grade 12. Relevant Undergraduate qualification in Information Technology (IT) or any other relevant qualification at NQF level 7 as recognized by SAQA. Experience: 5 years' experience at senior management level. Extensive financial, human resource and administrative experience. Manage operations to achieve the planned outcomes of the Chief Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicants must be able to develop strategies and manage the implementation thereof. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.
- DUTIES** : The successful candidate will be responsible for providing support to the Department in the efficient and effective utilization of information and information technology as a strategic resource (GITO function). Manage the provision of Information Technology (IT) infrastructure planning and business application support. Manage the provision of Information Technology (IT) Support, technical and operational services. Manage the maintenance of departmental records and provide Knowledge Management Services. Manage resources allocated to the Chief Directorate.
- ENQUIRIES** : Mr C Ramalepe Tel No: (012) 444-9113
- NOTE** : Female candidates and people with disabilities are encouraged to apply.
- POST 43/16** : **CHIEF DIRECTOR: GRANTS MANAGEMENT SERVICES REF NO: DOHS/14/2024**
(Re-Advertisement Candidates Who Previously Apply, Need Not Re-Apply.
Branch: Chief Financial Officer
Chief Directorate: Grants Management Services

- SALARY** : R1 436 022.per annum (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: Matric/Gr 12. Bachelor's degree in Public Administration/ Management/ Business Management/ Financial Management or any other relevant qualification at NQF level 7 as recognised by SAQA. Experience: 5 years' experience at senior management level. Good problem-solving skills coupled with strategic capacity, leadership, and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills and the application of Treasury Regulations, PFMA and DORA. Knowledge of Programme monitoring and evaluation guidelines, processes and procedures, Research, and development. Understanding the importance of people management and empowerment and time management. The successful candidate must be focused on results and quality management. Planning and organising skills as well as creative and innovative will be an added advantage. Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.
- DUTIES** : The successful candidate will be expected to: Manage annual reviews and approval of all conditional Human Settlements Grants Frameworks, Cash Flow projections and Payment Schedules. Manage the disbursement of conditional Grants as per the provisions of DORA, Grants Frameworks, approved allocations, cashflow projections and payment schedules (HSDG, ISUPG – Provinces, USDG and ISUPG - Metros). Manage monitoring, analysis and reporting on Provinces' and Metros' grants financial performance and compliance to prescripts. Manage the resources of the Chief Directorate
- ENQUIRIES** : Mr C Ramalepe Tel No: (012) 444-9113.
- NOTE** : Female candidates and people with disabilities are encouraged to apply

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 09 December 2024

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

MANAGEMENT ECHELON

POST 43/17 : **DIRECTOR: FAMILY ADVOCATE: REF NO: 24/80/MAS**

SALARY : R1 216 824 – R1 433 355 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA; 5 years' of experience at middle/senior managerial level; Admittance as an Advocate/Attorney with right of appearance at High Court; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge of Foundations of South African Law, Private Law, Constitutional Law, Criminal Law, Law of evidence and African Customary Law, Muslim Personal Law, Private International Law; Knowledge of Children's Act, The Hague Convention on the Civil Aspects of International Child Abduction, Maintenance Act, Mediation in Certain Divorce Matters Act, Domestic Violence Act; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and Family Law; Knowledge of the Constitution, the Public Finance Management Act, knowledge and experience in office administration. Skills and Competencies: Strategic capabilities and leadership; Project and programme management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the administration and reporting on the implementation of Hague Convention on Civil aspects of International Child Abduction; Manage and support the provisioning of Family Advocate services; Manage the implementation of policies, legislative frameworks and prescripts; Support the provision of Forensic Social Work services; Manage and provide administration support services; Manage human, financial and other resources.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-80-MAS@justice.gov.za

POST 43/18 : **DIRECTOR: INTEGRATED CRIMINAL JUSTICE SYSTEM: REF NO: 24/77/CA**
(3 Years Contract Appointment)

SALARY : R1 216 824 – R1 433 355 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

- REQUIREMENTS** : LLB Qualification (NQF level 7) as recognized by SAQA; 5 years' experience at middle/senior managerial level in criminal justice system environment; Nyukela certificate (Certificate for entry into the Senior Management Services from the School of Government); Knowledge of Criminal, Civil and Family Law and other relevant legislations; Knowledge of Constitutional law and relevant cases law and Interpretation of statutes; Knowledge and understanding of the legislative framework governing Public Service: Financial Management and regulatory framework/guidelines, prescripts, Public Services Act; Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the facilitation of the Integrated Criminal Justice strategy; Manage and facilitate the Legislative reform on the Integrated Criminal Justice System (ICJS); Coordinate and monitor the modernization programmes of the ICJS; Manage and coordinate programmes on Integrated Criminal Justice including the 7 point plan; Manage stakeholder relations and public awareness for the ICJS; Manage and coordinate a victim centric Justice System in support of ICJS initiatives; Manage the activities relating to Integrated Criminal Justice System; Manage human, financial and other resources.
- ENQUIRIES APPLICATIONS** : Mr S Kgafela Tel No: (012) 315 1042
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-77-CA@justice.gov.za

POST 43/19 : **DIRECTOR: ICT SECURITY OPERATION: REF NO: 24/78/ICT**

SALARY : R1 216 824 – R1 433 355 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years of experience at middle/senior managerial level; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge and understanding of ISO 27001 IT Security and Cybersecurity standards, NIST Cybersecurity framework understanding; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development, ICT Planning and Monitoring Framework; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government Financial processes and systems. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage ICT security infrastructure operations; Manage the development of ICT security policies, norms; standards, procedures, frameworks and compliance; Manage human, financial and other resources.

ENQUIRIES APPLICATIONS : Ms M Kganyago 📞 (012) 315 1844
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-78-ICT@justice.gov.za

OTHER POSTS

POST 43/20 : **CLUSTER MANAGER: COURT INTERPRETING: REF NO: 2024/12/MP**
(Re-Advertisement, Candidates who previously applied are encouraged to re-apply as requirements have changed)

SALARY : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Mbombela Magistrate's Office

REQUIREMENTS : NQF level 4/ Grade 12 and National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5, Proficiency in two or more indigenous languages and English, Six years' experience in Court Interpreting of which three years should be at supervisory level; A valid driver's license; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time Management; Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure; Art of interpreting

DUTIES : Key Performance Areas: Manage the Cluster legal interpreting and language services; Manage Stakeholders Relation in the cluster; Train and develop Court interpreters; Manage operational efficiency of language services in the Province; Manage compliance of the code of conduct

- ENQUIRIES APPLICATIONS** : Ms KN Zwane Tel No: (060) 632 2006
Quoting the relevant reference number and direct your application to: The Provincial Head, Private Bag X 11249, Nelspruit, 1200 or physical address: 24 Brown Street ,5th floor Nedbank Centre Nelspruit 1200 OR Email: DOJ2024-12-MP@justice.gov.za
- POST 43/21** : **ADMINISTRATIVE OFFICER: IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO:24/87/DG**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Pretoria
A 3 year National Diploma (NQF level 6)/ Degree in Office Administration/ Office Management or equivalent; At least 1 year experience in Office Administration. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Creative thinking; Planning and organizing skills; Customer service orientation; Problem analysis.
- DUTIES** : Key Performance Areas: Render administrative support duties for the Office of the Director-General; Provide financial administration support services for the office of the DG; Provide supply chain clerical support services within the component; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 315 1996
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-87-DG@justice.gov.za
- POST 43/22** : **PERSONAL ASSISTANT: IN THE OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: 24/86/IDS**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
Secretarial Diploma or equivalent qualification; A minimum of 3 years experience in rendering a support service to Senior Management; Knowledge of financial, provisioning and Human Resource administration procedures and processes; Knowledge of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of Office Management; Knowledge of document tracking, storage and retrieval. Skills and Competencies: Communication (verbal and written); Organising skills; Computer skills; Presentation skills; Problem solving and interpersonal relations; Ability to correctly interpret relevant documentation; Ability to do research and analyse documents; Intermediate typing skills.
- DUTIES** : Key Performance Areas: Provides a secretarial/receptionist support service to the Deputy Director-General (Manager); Provides a clerical support service to the Manager; Render administrative support services; Provide support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager;
- ENQUIRIES APPLICATIONS** : Mr. S Maeko Tel No: (012) 315 1996
Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria. or email to DOJ24-86-IDS@justice.gov.za
- POST 43/23** : **ASSISTANT MASTER (MR3 – MR5): REF NO: 76/24/NC/MAS-KIM**
- SALARY** : R307 659 – R1 053 387 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of The High Court, Kimberley
An LLB Degree or four (4) year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
- ENQUIRIES** : Mr. X. Jama Tel No: (053) 831 1942

APPLICATIONS

: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. or Email to **DOJ24-76-NC@justice.gov.za**

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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



- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 09 December 2024
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts shall undertake two pre-entry assessments (Practical exercise and Integrity (Ethical Conduct) Assessment; and suitable candidates identified by the selection panel must undergo a competency assessment; and personnel suitability checks on criminal records, citizen verification, financial records, qualification verification. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.
- MANAGEMENT ECHELON**
- POST 43/24** : **DEPUTY DIRECTOR–GENERAL: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO:09\2024**
- SALARY** : R1 741 770 per annum (level 15), The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria.
Qualifications: A minimum qualification at NQF level 8 in Human Resource Management / Human Resource Development / Industrial and Organisational Psychology / relevant qualification in Public Management / Social Science. Experience: A minimum of 8 years' experience at a senior managerial level and a minimum of 10 years appropriate experience at a senior management in Human Resource Management, Human Resource Development Leadership Development, Transformation and Workplace and Environment Management and Employee Health and Wellness at a Senior Management Level. Knowledge: Knowledge of the Constitution, Government Legislative Framework. Public Service legislative and policy framework, Government Programmes such as the National Development Plan, Outcome 12. Key Strategic Priorities of Government. Intergovernmental relations Skills: Problem Solving, Decision-making, diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation report writing, computer literacy and conflict management., interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Public policy analysis, Research, Human Resources Management and Development, Labour Law, Labour Relations, Economics, Collective Bargaining, Employment conditions, Strategic thinking and leadership, Programme and project management, financial management, change management, and people management and empowerment.
- DUTIES** : Manage and oversee the conducting of research to develop and review prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) for the Public Service in the areas of Human Resources Planning, Employment Management, Performance Management, Human Resources Development, Transformation (Gender, Youth and Persons with disabilities) and Workplace Environment Management. Manage and oversee implementation of the Professionalisation Program in line with the Public Service

Professionalisation Framework. Manage and oversee the provision of technical support, advise and policy implementation support to National and Provincial departments Manage and oversee policy implementation and compliance monitoring as well as related evaluations and impact studies. Manage all the operations, systems, and process of the Branch which include human resource, financial, procurement and risk management. Develop and implement the Branch Strategic, Annual and Operational Plans. Manage performance against these plans and submit the related monthly, quarterly, and annual reports. Provide information, advice, and support to the Minister, Director-General, Cabinet Parliament and other external stakeholders. Participate in transversal task/project teams and work groups as required or nominated.

ENQUIRIES : Mr. Mpho Leshabane Tel No: (012) 336 1372.
APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advertisement10@dpsa.gov.za.

POST 43/25 : **DEPUTY DIRECTOR-GENERAL: NEGOTIATIONS, LABOUR RELATIONS, AND REMUNERATION MANAGEMENT REF NO:10\2024**

SALARY : R1 741 770 per annum (level 15), The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria.
REQUIREMENTS : A minimum qualification at NQF level 8 in Labour Relations, Economics/ Industrial and Organisational Psychology/Labour Law qualification or related qualification. Experience: A minimum of 8 years' experience at a senior managerial level and a minimum of 10 years appropriate experience at a senior management in Negotiations/ Labour Relations/ Remuneration Management at a Senior Management Level. Knowledge: Knowledge of the Constitution, Government Legislative Framework. Public Service legislative framework, Government Programmes such as the National Development Pan, Outcome 12. Key Strategic Priorities of Government. Intergovernmental relations Skills: Decision-making, Problem solving, Stakeholder management and coordination, diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.

DUTIES : Manage and oversee the conducting of research to develop and review prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) for the Public Service in the areas of Remuneration, Organisational Development, Job Grading, Post Provisioning, Macro-Organisation of the State, Labour Relations and Dispute Management. Manage and oversee Collective Bargaining in the Public Service Coordination and General Public Service Sectoral Bargaining Councils and the implementation of related resolutions. Manage and oversee the implementation of the Government Employee Housing Scheme (GEHS). Manage and oversee the provision of technical support, advise and policy implementation support to National and Provincial departments Manage and oversee policy implementation and compliance monitoring as well as related evaluations and impact studies. Manage all the operations, systems, and process of the Branch which include human resource, financial, procurement and risk management. Develop and implement the Branch Strategic, Annual and Operational Plans. Manage performance against these plans and submit the related monthly, quarterly, and annual reports. Provide information, advice, and support to the Minister, Director-General, Cabinet Parliament and other external stakeholders. Participate in transversal task/project teams and work groups as required or nominated.

ENQUIRIES : Mr. Mpho Leshabane Tel No: (012) 336 1372.
APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advertisement10@dpsa.gov.za.

POST 43/26 : **DIRECTOR: INFORMATION MANAGEMENT REF NO:11\2024**

SALARY : R1 216 824 per annum (level 13), The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria.
REQUIREMENTS : A Senior Certificate, an appropriate B. Degree in Data Science, Information Management, Information Science, Information Technology, Information Systems, Computer Science,

mathematical sciences or equivalent qualification at NQF 7. A certificate in any of the DAMA areas is highly recommended or a certificate in information management and or TOGAF. A pre-entry certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years at a Middle/Senior Management level. At least a minimum 8 years' appropriate experience in Data and or Information Management and or information architecture environment. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Technical Skills: Policy Development, Information Architecture, Data Analysis, Data Mining, Data and or Information Archival theory and practice. Managerial Skills: Planning for data and or information acquisition/ collection, strategies and or approached to ensure data quality, metadata management. Knowledge of Data Management Body of Knowledge (DAMA-DMBOK), Using data for decision making and planning (inclusive of policy development), development of best practice data and or management practices and procedures for an organization. Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, teamwork, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

DUTIES : Manage the development of framework(s), norms and standards for effective and efficient management of data and or information in the Public Service. Manage the provision of support towards the implementation of the data/ information management framework(s), norms and standards in the Public Service. Manage awareness creation towards data and or information management in the Public Service. Manage and monitor implementation as well as compliance to the framework(s), norms and standards. Manage all the Operations, System and Processes of the Directorate.

ENQUIRIES : Mr. Mandla NgcoboTel No: (012) 336 1421
APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advertisement112024@dpsa.gov.za.

OTHER POSTS

POST 43/27 : **ASSISTANT DIRECTOR: INTERNAL LABOUR RELATIONS REF NO: DPSA 12/2024**

SALARY : R444 036 per annum (Level 9). Annual progression up to a maximum salary of R523 056 is possible, subject to satisfactory performance.

CENTRE : Pretoria.
REQUIREMENTS : A minimum qualification at NQF Level 6 in Labour Relations. A minimum of 3 years' experience required within the Labour Relations environment. knowledge of the Disciplinary Code and Procedures, Grievance Procedures, Mediation and Arbitration process and procedures, Computer Literacy, Public Service legislation and Resolutions and, policies. Training on Disciplinary Code and Procedures and Introduction to Persal Training. Generic Skills: Conflict resolution, organising and planning, good verbal and written communication, report writing, Interpretation and application of legislation, policies, resolutions and regulations. Programme and Project Management, Listening skills. Attributes: Responsible and honest, ability to work under minimum supervision, ability to work under pressure, , good interpersonal relations skills innovative and proactive.

DUTIES : Facilitate misconduct cases lodged within the department. Facilitate the appointment of Investigating Officers for misconduct cases, Initiators and Chairpersons for disciplinary hearings. Conduct investigations on misconducts and compile reports with recommendations. Prepare charge sheets where there are grounds to charge. Represent the employer during disciplinary hearings, ensure that sanctions are implemented and inform relevant stakeholders for implementation (e.g. finance, conditions of service section) and communicate the outcomes of the disciplinary hearings and appeals outcomes to employees/managers. Provide advice and on labour relations matters to management. Identify gaps and advise on training required to managers and supervisors. Coordinate workshops on Labour Relations processes and advice managers, supervisors and employees on management of discipline in the workplace. Investigate grievances received and prepare reports with recommendations on conclusion. Generate submissions communicating the outcomes of grievance investigations to management. Advise employees on grievance process. Handle dispute cases effectively. Monitor filing of all notices received for disputes. Monitor the receipt of referral forms and notices of conciliation and arbitration if they are properly served to the Department. Draft submissions to request mandate of employer representative on disputes. Provide Collective Bargaining support and general support on compliance for reporting to stakeholders including (i) DBC support: represent the Department at the Departmental Bargaining Chamber (DBC), ensure frequency of meetings and employer's availability, take minutes during the bilateral meetings

and ensure that inputs are addressed accordingly. (ii) Reporting on all compliance matters. Generate Labour Relations reports to OPSC and DPSA. Generate monthly and quarterly reports of the sub-directorate, ensure that all grievances, misconducts and dispute cases are captured on Persal and updated. Manage and update Labour Relations database.

**ENQUIRIES
APPLICATIONS**

: Ms. Bontle Boikanyo Tel No: (012) 336 1172.
: Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advertisement122024@dpsa.gov.za

POST 43/28

: **ADMINISTRATOR: NEGOTIATIONS, LABOUR RELATIONS AND DISPUTE MANAGEMENT
REF NO: DPSA 13/2024**

SALARY

: R255 450 per annum (Level 06). Annual progression up to a maximum salary of R300 912 per annum is possible subject to satisfactory performance.

**CENTRE
REQUIREMENTS**

: Pretoria.
: A minimum qualification at NQF level 5 in Secretarial / Office Management / Office Administration / Business Administration. 1-2 years' experience in office administration. Knowledge of Public Service Regulatory Framework. Knowledge of office administration. Knowledge of Office Equipment (Fax, Photocopiers, automated telephone system, etc.). Generic skills: Client orientation and customer focus, Problem Solving, Interpersonal, Facilitation, Writing Skills and Computer Literacy. Technical skills: Report writing, Telephone etiquette, good understanding of MS Office, Word, Excel, Outlook and PowerPoint and Communication

DUTIES

: Manage the diary. Schedule and prioritise appointments, remind manager(s) of engagements. Provide a front office support service. Receive, welcome and attend to visitors and guests, screen telephone calls, and handle queries. Provide office administration support service. File documents. Order stationery and office equipment, administer leave register and salary reports, type documents. Coordinate unit meetings and serve as secretariat, fax and photocopy documents, draft standard responses, and manage correspondence. Provide support regarding the execution of projects. Coordinate the drafting of guest list and invites, send out invites and administer responses from invitees, book venues and accommodation, administer attendance register, package documents, compile memorabilia, take minutes. Provide logistical support service. Coordinate travel and accommodation arrangements, liaise with travel agencies, compile itineraries, administer S&T claims, make bookings for venues and arrange for catering services. Administer unit budget. Request and collate inputs for the budget. Project cash flow and draft expenditure reports.

**ENQUIRIES
APPLICATIONS**

: Mr. Mompoti Galorale Tel No: (012) 336 1117.
: Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advertisement132024@dpsa.gov.za

THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : Submit your complete application using only one of the following methods, Post: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007, Or Hand Deliver at Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman or to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria, Or Email to the email address Recruitment01@dmre.gov.za. N.B: email applications must be in PDF format not exceeding 15mb in size). General enquiries may be brought to the attention of Ms M Palare 012 406 7426/ Ms T Gumede 012 406 7567
- CLOSING DATE** : 06 December 2024 at 16h00. N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department before 06 December 2024 at 16h00.
- NOTE** : The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process

OTHER POST

- POST 43/29** : **LEGAL ADMINISTRATIVE OFFICER REF: DMRE 012 (X2 POSTS)**
(12 Months Fixed-Term Contract).
- SALARY** : R307 659 – R351 774 per annum (MR3)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : LLB degree or equivalent four-year legal qualification (NQF level 7) coupled with 2 years post qualification legal experience (Salary Notch will be determined in accordance with experience in terms of the ODS Legal Qualified Professionals) Knowledge: Legislation, DMRE policies and acts, Public Service Acts and legislation, Legal drafting and interpretation, research and writing, court procedures Skills: Good communication skills, Diplomacy, Negotiation skills, Presentation skills, Research and Analytical skills, Computer skills Thinking Demands: Information Evaluation. Decision making. Problem solving.
- DUTIES** : Draft, review and amend legislation, agreements, policies, and other legal documents. Conduct research and provide legal advice or legal opinions. Administer the process of appeals. Facilitate and monitor the process of litigation. Co-ordinate the process of access to information.
- ENQUIRIES** : Ms R Harris Tel No: (012) 444 3933
- NOTE** : Coloured and white male are encouraged to apply. A written assessment will be conducted.

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations, and maintenance.

CLOSING DATE : 06 December 2024

NOTE : MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria, and other provinces. Candidates should therefore possess managerial skills at different levels of proficiency of the posts. Shortlisted candidates could be expected to complete management competency assessments. Applications will not be considered after the closing date: 6 December 2024 Note For All Applications: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/ "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, only shortlisted candidates will submit proof of permanent residence. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note for SMS posts - prior to appointment, a candidate will be required to complete the Nyukela Programme, a pre-entry certificate to Senior Management Services is an online course offered by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. For Professional Engineers posts, please indicate province of preference.

MANAGEMENT ECHELON

POST 43/30 : **DEPUTY DIRECTOR-GENERAL: TECHNICAL SUPPORT SERVICES (TSS) REF NO: MISA/DDG-TSS/01**

SALARY : R1 741 770 per annum (Level 15), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE REQUIREMENTS : MISA Head Office - Centurion
An appropriate Degree in Finance, Built Environment- Engineering, Law, Public Administration/Management or equivalent relevant qualification at NQF level 8 as recognised by SAQA with 8 extensive years' experience at senior management level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Infrastructure Planning and programme and project management. Municipal infrastructure planning process. Comprehensive infrastructure plans. Spatial planning and Provincial Growth and Development Strategies. Local socio-economic infrastructure. Construction Industry.

DUTIES : The successful candidate will perform the following duties: Oversee the provision of technical support and capabilities to enhance the delivery of municipal infrastructure programmes. Coordinate the provision of technical support and assistance to municipalities in conducting infrastructure assessment and analysis. Coordinate the provision of technical support and expertise to municipal infrastructure delivery, planning, maintenance and land use management services with relevant stakeholders. Coordinate the development of technical skills to support the delivery of municipal infrastructure programmes.

ENQUIRIES APPLICATIONS : Ms Kenosi Mathole & Mr Josephat Makuba Tel: 012 848 5382/5367
Please forward your application, quoting the relevant reference number, to **ddg-tss-01@misa.gov.za**

- POST 43/31** : **DEPUTY DIRECTOR GENERAL: INFRASTRUCTURE DELIVERY MANAGEMENT SUPPORT SERVICES (IDMSS) REF NO: MISA/DDG-IDMSS/02**
- SALARY** : R1 741 770 per annum (Level 15), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structure according to the personal needs within a framework.
- CENTRE** : MISA Head Office, Centurion
- REQUIREMENTS** : An appropriate Degree in Built Environment- Engineering, Law, Public Administration/Management, Finance or equivalent relevant qualification at NQF level 8 as recognised by SAQA with 8 years' extensive experience at senior management level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Government and private sector infrastructure development approaches; Public Private Partnership and other alternative Infrastructure Delivery Models. Stakeholder Management; Infrastructure Procurement and Contract Management, and Infrastructure Financing.
- DUTIES** : The successful candidate will perform the following duties: Oversee the provision of infrastructure management support on projects, operations and maintenance of municipal infrastructure; provide infrastructure programme coordination; Coordinate the development and implementation of the National Framework for contracting municipal infrastructure services and Facilitate processes to support innovation and source funding (e.g. grants, donor funds, loans, PPP, etc.) for infrastructure development.
- ENQUIRIES** : Ms Kenosi Mathole & Mr Josephat Makuba Tel: 012 848 5382/5367
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to **ddg-idms-02@misa.gov.za**
- POST 43/32** : **SPECIALIST ENGINEER: WATER AND SANITATION REF NO: MISA/SE-WS/03**
- SALARY** : R1 757 838 per annum (total cost package), (OSD)
- CENTRE** : MISA Head Office - Centurion
- REQUIREMENTS** : An appropriate Master's degree in Civil Engineering (M Eng / MSc Eng) specializing in Water and Sanitation or relevant qualification at NQF level 9 as recognised by SAQA with Ten (10) years post-qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme, and Project Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge, Engineering and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Engineering, legal and operational compliance and engineering operational communication.
- DUTIES** : The successful candidate will perform the following duties: Provide support on specialized water and sanitation engineering services in accordance with South African Policies, Act, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Design new systems to solve complex engineering challenges and improve efficiency and enhance safety. Lead and coordinate advanced research, knowledge application and provide specialized expert advice on water and sanitation engineering field. Develop and review municipal sector master plans.
- ENQUIRIES** : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to **se-ws-03@misa.gov.za**
- POST 43/33** : **SPECIALIST ENGINEER: SOLID WASTE MANAGEMENT REF NO: MISA/SE-SWM/04**
- SALARY** : R1 757 838 per annum (total cost package), (OSD)
- CENTRE** : MISA Head Office - Centurion
- REQUIREMENTS** : An appropriate Master's degree in Civil Engineering (M Eng / MSc Eng) specializing in Waste Management, Environmental Management, or equivalent relevant qualification at NQF level 9 as recognised by SAQA with Ten (10) years post-qualification experience in solid waste management. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management. Change Management. Programme and project Management Technical competencies: In depth knowledge and understanding of: Solid Waste Management Systems and infrastructure design and analysis and scientific and professional judgement. Contract Management. Knowledge of local socio-economic infrastructure.

- Legislative framework and operational compliance. Strong analytical, reporting, writing and oral communication skills.
- DUTIES** : The successful candidate will perform the following duties: Provide support on specialized solid waste management services in accordance with South African Policies, Acts, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Design new systems, Policies, and projects to solve complex solid waste management challenges, improve efficiency, and enhance safety. Lead and coordinate advance research or knowledge application. Provide expert advice on solid waste handling, transportation, processing, recycling, disposal, and control. Develop and review municipal Integrated Waste Management Plans (IWMPs)
- ENQUIRIES APPLICATIONS** : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to **se-swm-04@misa.gov.za**
- POST 43/34** : **ESD PROGRAMME MANAGER – CHIEF DIRECTOR LEVEL (EASTERN SEABOARD) REF NO: MISA/ESD-PRM/09**
(12 months contract)
- SALARY CENTRE REQUIREMENTS** : R1 436 022 per annum (total cost package)
: MISA Head Office - Centurion
: An appropriate Degree in Built Environment or equivalent qualification at NQF level 7 as recognised by SAQA with five (5) years' experience at senior management level. Extensive experience in programme and project management. Post graduate qualification as added advantage. Core Competencies: Strategic Capacity and Leadership. People management and Empowerment. Expert-level knowledge in Programme, Project Management and Change Management. Financial Management (Resource mobilisation, project finance, profitability management skills). Resilience and resourcefulness. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Project finance, investment management, Built management and delivery of infrastructure Projects. Contract Management. Engineering, legal, and operational compliance Government systems and structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.
- DUTIES** : The successful candidate will perform the following duties: Establish project and programme management capabilities for the management and implementation of the Eastern Seaboard Development. Oversee institutional project, programme and portfolio management. Coordinate Inter-Governmental Relations programmes and initiatives as well as guide multiple-stakeholder relations on regional infrastructure development. Oversee, guide, and monitor and report on the Eastern Seaboard Development to relevant national, provincial and municipal structures. Key Responsibility Areas: Managing Project and Programme Delivery. Managing Project and Programme Governance. Managing Programme Communications and Change Management. Managing Internal & external Stakeholders within the Inter-Governmental Programmes and initiatives. Project Management Team Leadership. Project Tracking & Monitoring. Project Prioritization. Knowledge Management
- ENQUIRIES APPLICATIONS** : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to **esd-pm-09@misa.gov.za**
- POST 43/35** : **ESD PROVINCIAL MANAGER DIRECTOR LEVEL (EASTERN SEABOARD) REF NO: MISA/ESD-PM/10 (2 POSTS)**
(12 months contract)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (total cost package)
: MISA Head Office - Centurion
: An appropriate BTech or Degree in Built Environment or equivalent relevant qualification at NQF level 7as recognised by SAQA with five (5) years' work experience in middle/senior management level in a related field and exposure in Local Government. Pre-entry SMS Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). Core competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. Technical competencies: In depth knowledge and understanding of: Contract Management. Programme and Project Management. Government Systems and Structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.
- DUTIES** : The successful candidate will perform the following duties: Provide leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments, and local government. Facilitate the identification of technical support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.

- ENQUIRIES APPLICATIONS** : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
Please forward your application, quoting the relevant reference number, to **esd-pm-10@misa.gov.za**
- POST 43/36** : **DIRECTOR: PROJECT PREPARATION (INFRASTRUCTURE FINANCING) REF NO: MISA/D-PP-IF/11**
- SALARY** : R1 216 824 per annum (level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.
- CENTRE REQUIREMENTS** : MISA Head Office - Centurion
An appropriate BTech or Degree in Built Environment or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' experience at a middle/senior management level and extensive experience in infrastructure delivery management: Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Stakeholder management. Communication skills. Technical Competencies: In depth knowledge and understanding of Infrastructure delivery management processes and private sector investments. Knowledge in Financial Modelling. Knowledge of processes involved in preparation and packaging of projects for bankability. Understanding and knowledge of infrastructure funding models. Knowledge and understanding of local government legislation and other prescripts that regulate infrastructure delivery.
- DUTIES** : The successful candidate will perform the following duties: provide support to municipalities with preparation processes of infrastructure projects and facilitate private sector investments. Support municipalities with municipal infrastructure allocations received from the national and provincial governments to prioritize infrastructure projects that provide basic services. Provide support to mobilize funding from the private sector for projects that are bankable (properly prepared and packaged). Support municipalities with the project preparation and packaging of funding proposals for infrastructure projects. Coordinate the process to develop innovative models and engage financial institution/funders and National Treasury for private sector investment in municipal infrastructure. Coordinate the development of mechanisms for alternative funding and service delivery technology. Participate in the development and review of Municipal infrastructure Grant and other Infrastructure Grand Policies. Manage the monitoring and evaluation of the implementation of infrastructure through Municipal infrastructure Grant. Manage the implementation of appropriate capital programme management capacity within municipalities.
- ENQUIRIES APPLICATIONS** : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
Please forward your application, quoting the relevant reference number, to **d-pp-11@misa.gov.za**
- POST 43/37** : **DIRECTOR: TECHNICAL COORDINATION REF NO: MISA/D-TC-IPDM/12**
- SALARY** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.
- CENTRE REQUIREMENTS** : MISA Head Office -Centurion
An appropriate BTech or Degree in Built Environment or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' work experience in middle/senior management level in a related field and exposure in Local Government. SMS pre-entry certificate. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). Core competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. Technical competencies: In depth knowledge and understanding of: Contract Management. Programme and Project Management. Government Systems and Structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.
- DUTIES** : The successful candidate will perform the following duties: Provide leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments and local government. Facilitate the identification of technical support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.
- ENQUIRIES APPLICATIONS** : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
Please forward your application, quoting the relevant reference number, to **d-tc-12@misa.gov.za**

POST 43/38

DIRECTOR: IGR & EXECUTIVE SUPPORT REF NO: MISA/D-IES /13

SALARY : R1 216 824 per annum (Level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE REQUIREMENTS : MISA Head Office - Centurion
: An appropriate BTEch or Degree in Public Management/ Administration or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' experience at middle/senior management level. Extensive experience serving in an office of an Accounting Officer/Head of Department will serve as an added advantage. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical Competencies: In depth knowledge and understanding of: Knowledge in Financial Management. Infrastructure funding models. Engineering, Financial, Legal and operational compliance. Engineering operational communication. Government planning and budgeting systems. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties. Effective provisions of intergovernmental relations and Executive Support services to the Agency. Provide technical, administrative and secretariat support services. Provide intergovernmental relations and administrative support services. Maintain PSA and PFMA delegation register.

ENQUIRIES APPLICATIONS : Ms Zipho Thete & Nommsiso Mtini Tel: 012 848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to **d-ies-13@misa.gov.za**

POST 43/39

DIRECTOR: COMMUNICATIONS REF NO: MISA/D-COM/24

SALARY : R1 216 824 per annum (level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE REQUIREMENTS : MISA Head Office, Centurion
: An appropriate Degree in Communications, Public Relations, Journalism, Media Studies or equivalent relevant qualification at NQF 7 as recognised by SAQA. Five (5) years' experience at middle/ senior management level in the relevant functions (e.g., Communications, public relations, stakeholders' engagements, etc). Extensive experience in the development and implementation of organisations communication strategies. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Demonstrable experience in fostering strong external media relationships, and organisational brand positioning and enhancement to safeguard and enhance the organization's reputation. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of Communication & Information Management processes and systems, In depth understanding of government communication protocols, norms and standard. Knowledge and understanding of latest best practice in digital and social media communication. Knowledge of the functioning of multi-media channels for communication and information dissemination. In depth knowledge of stakeholders analysis tools.

DUTIES : The successful candidate will perform the following duties: Provide strategic leadership in communication services. Develop communication strategies and plans and provide communication support. Provide internal and external communication services and media liaison support. Develop and ensure optimal implementation of social media communication strategy. Manage the development of strategic communications content and Promotion of access to information (content gathering, production and dissemination). Perform public liaison and events management functions. Provide publication and photojournalism services. Develop and maintain the departmental website. Coordinate strategic stakeholder engagements to support implementation of communication programmes. Provide strategic direction for the overall functioning and performance of the Directorate to ensure targets are met and manage human and financial resources of the Directorate according to departmental prescripts.

ENQUIRIES APPLICATIONS : Ms Zipho Thete & Nommsiso Mtini Tel: 012 848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, **d-com-24@misa.gov.za**

POST 43/40 : **DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: MISA/D-FMS/25**

SALARY : R1 216 824 per annum (level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE REQUIREMENTS : MISA Head Office, Centurion
 : An appropriate Degree in Financial Management, Auditing, Accounting, or equivalent relevant qualification at NQF 7 as recognised by SAQA with five (5) years' experience at middle/senior management level in financial management services. Experience in SAGE Pastel and CaseWare systems and risk management and auditing will be an added advantage. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: GRAP Standards, Financial Management, Financial Accounting, Budgeting, Salary Administration and Cashflow Management. Analytical abilities, creative and innovative thinking, Interpersonal Relations and Report writing skills.

DUTIES : The successful candidate will perform the following duties: Manage Financial and Management Accounting sections. Manage and co-ordinate budget planning, expenditure and revenue management services. Oversee the book-keeping services. Render financial systems control services. Formulate and co-ordinate input into the development of policies and procedure relevant to financial management. Ensure preparation and review of Interim and Annual Financial Statements. Attend and follow-up on audit queries from both internal and external audits. Ensure compliance with all applicable regulations. Review salary administration and employee's tax. Provide inputs in strategic and operational planning and execution, financial modelling, budgets, cash flow management, project accounting, asset management and other statutory reports as required. Prepare and review of financial reports.

ENQUIRIES APPLICATIONS : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
 : Please forward your application, quoting the relevant reference number, **d-fms-25@misa.gov.za**

OTHER POSTS

POST 43/41 : **CHIEF ENGINEER (CIVIL) REF NO: MISA/CE-KZN/05**

SALARY : R1 200 426 per annum (total cost package) (OSD)

CENTRE : KwaZulu-Natal- Pietermaritzburg

REQUIREMENTS : An appropriate Civil Engineering Degree (B Eng/ BSc Eng) or equivalent relevant qualification at NQF 7 as recognised by SAQA with six (6) years' post-qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Core competencies: Strategic Capacity and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio- economic infrastructure. Engineering, legal, and operational compliance. Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: Provide strategic direction for Civil Engineering services in accordance with South African Policies, Act, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Manage the diagnostic process of the identified municipalities (poor performing). Manage the Assessment of municipal infrastructure planning, development, implementation, and operation & Maintenance requirement of municipalities. Manage municipal support in infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Manage the development, review and the implementation of municipal sector master plans.

ENQUIRIES APPLICATIONS : Ms Zipho Thete & Nommiselo Mtini Tel : 012 848 5308/5401/ 5305
 : Please forward your application, quoting the relevant reference number, to **ce-kzn-05@misa.gov.za**

POST 43/42 : **DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE AND PROGRAMME EVALUATION REF NO: MISA/DD- IPPE/14**

SALARY : R849 702 per annum (total cost package) (level 11)

CENTRE : MISA Head Office - Centurion

REQUIREMENTS : An appropriate National Diploma or Degree in Public Administration/ Business Management /Business Administration or equivalent qualification at NQF 6 as recognized by SAQA. A relevant postgraduate qualification in Monitoring and Evaluation will be an added advantage. A minimum of 3-5 years' relevant experience in the field, preferably in the public sector, and at

least two years' supervisory experience. Core Competencies: Diversity Management, Communication and Information Management, Human Resource Practices, Problem solving and decision making. Process Competencies: Applied Strategic Thinking, Policy Formulation, Organizational Strategy, Team Leadership, Developing others, Constitutional, Legal and institutional arrangement.

DUTIES : The successful candidate will perform the following duties: The successful candidate will perform the following duties: Provide monitoring and evaluation service. Monitor strategic leadership to the institutional performance assessment and programme evaluation, review and implement a monitoring and evaluation framework, provide assistance to programmes in the design of monitoring and evaluation systems with associated procedures, Monitor evaluate and report on programme performance aligned to statutory prescripts, Advice and support service to maintain appropriate levels of monitoring and evaluation outputs. Coordinate the implementation of the organization evaluation plan.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to: **dd-ippe-14@misa.gov.za**

POST 43/43 : **INFORMATION SECURITY OFFICER REF NO: MISA/ISO-IT/15**

SALARY : R849 702 per annum (total cost package)
CENTRE : MISA Head Office - Centurion
REQUIREMENTS : A 3- year appropriate National Diploma or Degree in Computer Sciences or equivalent qualification at NQF level 6 as recognised by SAQA. Membership of a professional body in the Information Security field and or Information Security specific certificate will serve as an advantage. A minimum of 3-5 years demonstrated experience in the Information Security field. Process Competencies: Knowledge management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and customer Focus. Communication. Core Competencies: Applied Strategic Thinking, Problem Solving and Decision making, Planning and organising, Interpersonal relations, Team management Project Management. Technical competencies: In depth knowledge and understanding of server and Security devices management Reporting Processes and Systems. Presentation and Writing skills, People management. Diversity management

DUTIES : The successful candidate will perform the following duties: To provide information Security support services. Analyse information security gaps, challenges and implement remedial action strategies. Manage, coordinate and oversee the daily operational activities of MISA to ensure that it functions effectively and efficiently. Collaborate with relevant internal and external stakeholders to identify, monitor and manage IS risks proactively.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **iso-it-15@misa.gov.za**

POST 43/44 : **DEPUTY DIRECTOR: PROJECT MANAGEMENT AND COORDINATION REF NO: MISA/DD-PMC/16**

SALARY : R849 702 per annum (level 11) (total cost package)
CENTRE : MISA Head Office - Centurion
REQUIREMENTS : An appropriate 3-year National Diploma/ Degree in Built Environment or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years relevant experience of which at least 3-years should be experience at Assistant Director Level performing project management and coordination. Generic competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communications. Core competencies: Leadership. Motivation. Communication. Organization. Prioritization. Problem solving. Adaptability. Technical competencies: Knowledge and understanding of the Project Management Tools and systems. Information management systems. Project Management nine + one knowledge areas. Contract Management. Built environment, legal, operational compliance and professional judgement. Built environment operational communication.

DUTIES : The successful candidate will perform the following duties: Coordinate the implementation of the project management and methodologies Coordination. Coordinate and report on projects. Coordinate work of project management office (Sector Departments) in alignment with municipal IDPs. Conduct sector research, design specialist solutions and provide support expert advice on infrastructure projects. Coordinate relations on sector programmes and projects. Check project compliance with MISA methodology and highlight any issues to the Programme Manager.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **dd-pmc-16@misa.gov.za**

POST 43/45 : **DEPUTY DIRECTOR: COMPLIANCE REF NO: MISA/DD-C/17**

SALARY : R849 702 per annum (total cost package)

<u>CENTRE REQUIREMENTS</u>	:	MISA Head Office - Centurion
	:	An appropriate 3-year National Diploma/ Bachelor's degree (NQF6) in Compliance Management/Risk Management/Law/Commerce. Minimum of 5 years' functional experience in compliance management/integrity management/risk management preferably in public sector environment of which 3 years' must be at an Assistant Director level. Computer Literacy (MS Office Packages). A certificate in Compliance Management would be an added advantage. Core competencies: Strategic Capacity and Leadership. People Management and Empowerment. Ability to plan, organize and manage delivery of outputs. Knowledge: Public Service Act and regulation. Corporate governance requirements. Promotion of Access to Information Act. Promotion of Justice to Information Act. Public Finance Management Act. National Treasury Regulations. Public sector financial management and legal framework. Auditing Standards and leading practices applicable to the public sector. Enterprise risk management concepts, frameworks and methods. Process competencies: Diversity Management. Planning and organising. Problem solving. Project or programme management. Leadership. Risk management. Knowledge Management. Legislative framework. Client orientation and customer focus. Communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Development, implementation and maintenance of compliance management plans, policies and strategies, include fraud prevention plan. Research and update applicable legislation and develop compliance universe. Monitor and evaluate compliance management programme in the department. Implement ethics management programmes. Manage the coordination of awareness campaigns to alert employees of applicable legislations, regulations and ethics programmes. Discharge duties of the designated ethics officer. Support with the implementation of business continuity management. Compile and submit all required reports to management and other relevant stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Zipho Thete & Nommsiso Mtini Tel: 012 848 5308/5401/ 5305
	:	Please forward your application, quoting the relevant reference number, to <u>dd-comp-17@misa.gov.za</u>
<u>POST 43/46</u>	:	<u>ASSISTANT PROVINCIAL MANAGER REF NO: MISA/APM-LP/18 (1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum (Level 11) (total cost package)
	:	Limpopo - Polokwane
	:	An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF level 6 as recognised by SAQA with 3-5 years' experience in the relevant field and exposure in Local Government of which 3 years 'should be experience at Assistant Director level. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Intergovernmental Relations (IGR). Technical Competencies: Contract Management. Programme and Project Management. Government systems and structures. Co-operative governance systems and legislation. Local government systems and transformation. Knowledge of local socio-economic infrastructure. Understanding of Government Monitoring and evaluation Framework.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide support to MISA Provincial Manager in a province. Manage and maintain relationships with key stakeholders. Manage the Technical Support Plans to municipalities in a province. Monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Report, manage and mitigate the identified risks within MISA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Zipho Thete & Nommsiso Mtini Tel: 012 848 5308/5401/ 5305
	:	Please forward your application, quoting the relevant reference number, to <u>apm-lim-18@misa.gov.za</u>
<u>POST 43/47</u>	:	<u>EXECUTIVE ASSISTANT REF NO: MISA/EA-CEO/19</u> Deputy Director level
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum (Level 11)
	:	MISA Head Office - Centurion
	:	An appropriate 3-year National Diploma or Degree in Public Administration/ Management or equivalent relevant qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years' experience rendering administrative support in the executive office of which 3 years should be at Assistant Director level in the relevant field. Core Competencies: Applied Strategic Thinking Problem Solving & Decision Making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management. Technical Competencies: Administrative skills. Coordination skills. Presentation skills. Verbal and written communication skills. Relationship building skills. Planning and Organising skills.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide operational support service to the Chief Executive Officer's office. Coordinate and integrate activities of the organisation. Manage outstanding matters between the office of the Chief Executive and all Branches. Manage the operational activities of the CEO. Handle correspondence on behalf of the CEO.

Provide secretarial support to the CEO's meetings. Facilitate events and co-ordinate all projects for the office of the CEO.

ENQUIRIES : Ms Zipho Thete & Nommsiso Mtini Tel: 012 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **ea-ceo-19@misa.gov.za**

POST 43/48 : **PROFESSIONAL ENGINEERS (CIVIL) REF NO: MISA/PE-CIV/06 (5 POSTS)**

SALARY : R795 147 per annum (total cost package) (OSD)
CENTRE : Kwazulu-Natal- Pietermaritzburg (2 Posts)
Northwest- Vryburg (2 Posts)
Northern Cape- Kimberley

REQUIREMENTS : An appropriate Degree in Civil Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7as recognised by SAQA with three (3) years post-qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation, and Maintenance requirements of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.

ENQUIRIES : Ms Zipho Thete & Nommsiso Mtini Tel: 012 848 5401/5308/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **pe-civ-06@misa.gov.za**

POST 43/49 : **PROFESSIONAL ENGINEER: ELECTRICAL REF NO: MISA/PE-ELC/07 (X3 POSTS)**

SALARY : R795 147 per annum (total cost package) (OSD)
CENTRE : KwaZulu Natal- Newcastle, Free State - Bloemfontein & Eastern Cape- Gqeberha
REQUIREMENTS : An appropriate Degree in Electrical Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7as recognised by SAQA with three (3) years' post-qualification experience in Electrical Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Core Competencies: Strategic Capacity Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio- economic infrastructure. Engineering. Legal and operational compliance. Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: Provide support on Electrical Engineering services in accordance with South African Policies, Act, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies. Design and Development, Implementation, Operation, and Maintenance including procurement, programme / project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.

ENQUIRIES : Ms Zipho Thete & Nommsiso Mtini Tel: 012 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **pe-elec-07@misa.gov.za**

POST 43/50 : **REGIONAL AND TOWN PLANNER REF NO: MISA/RTP-EC/08 (2 POSTS)**

SALARY : R721 476 per annum (total cost package) (OSD)
CENTRE : Eastern Cape- Mthatha & East London

- REQUIREMENTS** : An appropriate Degree in Urban / Town and Regional Planning or equivalent qualification at NQF 7 as recognised by SAQA with three (3) years post-qualification in Urban / Town and Regional Planning experience and registered as professional with SACPLAN. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus and Communication Change Management. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management and Financial Management. Technical competencies: In depth knowledge and understanding of: Urban/ Town and Regional Planning Principles and methodologies, Research and development, Urban/ Town and Regional Planning knowledge of legal compliance, Urban/ Town and Regional Planning professional judgement and Computer aided applications.
- DUTIES** : The successful candidate will perform the following duties: Support Town Planning process in accordance with South African Policies, Acts, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Support municipalities to compile Spatial Development Framework (SDF) as part of IDP processes. Support municipalities to compile guidelines and evaluation of land use management schemes (LUMS). Support municipalities in implementation and management of Town Planning Schemes in compliance with legislative requirements. Support municipalities in reviewing and developing land use in line with Spatial Development Framework (SDF).
- ENQUIRIES APPLICATIONS** : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to rtp-ec-08@misa.gov.za
- POST 43/51** : **ESD PROGRAMME ADMINISTRATOR REF NO: MISA/ESD-PRA/20 (2 POSTS)**
Assistant Director level
(12 months contract)
- SALARY CENTRE REQUIREMENTS** : R444 360 per annum (Level 9)
: MISA Head Office - Centurion
: An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF level 6 as recognised by SAQA with 3-5 years' experience of which 2 years should be supervisory level in the relevant field. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Intergovernmental Relations (IGR). Technical Competencies: Contract Management. Programme and Project Management. Government systems and structures. Co-operative governance systems and legislation. Local government systems and transformation. Knowledge of local socio-economic infrastructure. Understanding of Government Monitoring and evaluation Framework.
- DUTIES** : The successful candidate will perform the following duties: Provide support to ESD Project Manager. Manage and maintain relationships with key stakeholders. Coordinate the implementation of the ESD project plans. Support monitoring and reporting of Eastern Seaboard Development activities in line with MISA's monitoring and evaluation framework. Report, manage and mitigate the identified risks within ESD programme.
- ENQUIRIES APPLICATIONS** : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to esd-pa-20@misa.gov.za
- POST 43/52** : **ASSISTANT DIRECTOR: IAA REF NO: MISA/ASD-IAA/21 (2 POST)**
- SALARY CENTRE REQUIREMENTS** : R444 360 per annum (Level 9)
: MISA Head Office - Centurion
: An appropriate 3-year National Diploma or Degree in Computer Sciences or equivalent relevant qualification at NQF 6 as recognised by SAQA. Minimum 3-5 years' experience of which 2 years should supervisory level in the relevant field. Core Competencies: Applied Strategic Thinking. Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management and Project Management. Process competencies: Knowledge management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and customer Focus. Communication. Programme and Project Management. Technical Competencies: Reporting Processes and Systems. Presentation and Writing skills. People management. Diversity management.
- DUTIES** : The successful candidate will perform the following duties: Coordinate and conduct infrastructure asset assessment and analysis. Develop Infrastructure Asset Register. Provide technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Provide technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance.
- ENQUIRIES APPLICATIONS** : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to asd-iaa-21@misa.gov.za

POST 43/53 : **HR CLERK HUMAN RESOURCE MANAGEMENT REF NO: MISA/HRC: HRM/22 (2 POSTS)**

SALARY : R216 417 per annum (level 5)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Senior certificate or equivalent qualification as recognised by SAQA. Process Competencies: Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Human Resource Management functions. Filing system and relevant HR legislations. Promotion of access to information Act and National archives. Promotion of Personal Information Act.

DUTIES : The successful candidate will perform the following duties: Provide Human Resource support services. Process transactions on PERSAL system. Ensure effecting document management of transactions. Perform general administrative functions, including performing secretariat services at shortlist and interviews. Take minutes. Draft submissions. Distribute and collect documents on HRM & D matters.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **hrc-hrm-22@misa.gov.za**

POST 43/54 : **HR REGISTRY CLERK REF NO: MISA/RC: HRM/23**

SALARY : R216 417 per annum (level 5)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Senior certificate or equivalent qualification as recognised by SAQA. Process Competencies: Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Filing system, Mail procedure manual, Promotion of access to information Act and National archives.

DUTIES : The successful candidate will perform the following duties: Render an effective filing and record management services: Opening and closing files HR files according to record classification system, correct allocation of reference numbers according to the approved file plan, filling/storage, tracing (electronically/Manually) and retrieval of documents and files, complete index cards for all files, Ensure safe custody of all HR records. Distribute and collect documents on HRM & D matters.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **hrc-hrm-23@misa.gov.za**

2024 TO 2026 GRADUATE INTERNSHIP PROGRAMME

Municipal Infrastructure Support Agent (MISA) invites South African unemployed graduate who are between the ages of 18-35 to apply for the 2024/2026 MISA graduate Internship programme.

OTHER POSTS

POST 43/55 : **SECURITY AND FACILITIES MANAGEMENT SERVICES INTERN REF NO: MISA/SFMS/24 (1 POST)**
 Chief Directorate: Corporate Services

STIPEND : R7450.62 per month
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : National Diploma (NQF 6) /Degree (NQF 7) in Records Management.
ENQUIRIES : Mr Nkosikhona Zuma/Ms Gugu Gumede Tel: 012 848 5364/5337/5401
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **hrm-sfms-24@misa.gov.za**

POST 43/56 : **RISK MANAGEMENT INTERN REF NO: MISA/RM/25 (1 POST)**
 Chief Directorate: Risk Management

STIPEND : R7450.62 per month
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : National Diploma (NQF 6) /Degree (NQF 7), Honours Risk Management.
ENQUIRIES : Mr Nkosikhona Zuma/Ms Gugu Gumede Tel: 012 848 5364/5337/5401
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **hrm-rm-25@misa.gov.za**

POST 43/57 : **PROJECT MANAGEMENT INTERN REF NO: MISA/PMO/26 (1 POST)**
 Chief Directorate: PMO

STIPEND : R7450.62 per month
CENTRE : MISA Head Office, Centurion

REQUIREMENTS : National Diploma (NQF 6) /Degree (NQF 7) in Project Management
ENQUIRIES : Mr Nkosikhona Zuma/Ms Gugu Gumede Tel: 012 8485364/5337/5401
APPLICATIONS : Please forward your application, quoting the relevant reference number, to **hrm-pmo-26@misa.gov.za**

NATIONAL TREASURY

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



<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	06 December 2024 at 12:00 am (Midnight)
<u>NOTE</u>	:	The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application it also means you consent to National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

<u>POST 43/58</u>	:	<u>DIRECTOR: CHARTERED ACCOUNTANTS ACADEMY (CAA) PROGRAMME REF NO: S048/2024</u> Division: Office Of the Accountant-General (OAG) Purpose: To provide strategic guidance in the management of the Chartered Accountants Academy and providing technical advice to Provincial Treasuries on the establishment and maintenance of similar Chartered Accountants Academy.
<u>SALARY</u>	:	R1 216 824.per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Finance or Accounting or Economics. A Chartered Accountant qualification will be an added advantage. 5 years' experience at a middle/senior managerial level obtained in Finance or Auditing or Training and Development, Chartered Accountant articles. Experience as a SAICA Registered Assessor, will be an added advantage. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Some key Outputs include:- CAA Project Management: Develop and oversee implementation of the CAA marketing strategy to be applied at universities and other stakeholders. Develop and oversee management of the CAA training strategy for National Treasury and other government institutions. Mobilise financial resources for funding the CAA projects, effective budget control, ensuring compliance with relevant legislations and other prescripts. Provide reports of the strategic interventions to the Director-General and the Minister, Oversee the management of the Training Contract Management Systems pertaining to the SAICA compliance reviews and reporting. CAA Coordination: Develop a framework on co-ordination of trainee/ mentor/ supervisor/ assessor relationship building to enhance development of chartered accountants. Provide guidance on the identification and coordination of the interaction with universities, National Treasury divisions, SAICA and other government institutions that are part of the CAA and State-Owned Entities (SOE)'s in establishing lasting relationships. Provide guidance and

support stakeholders in the accreditation application and implementation processes. Provide guidance on CAA policy reforms and update stakeholders on implications. CAA Policy Development and Implementation: Develop and oversee the implementation of CAA policy. Develop and implement CAA competency framework as prescribed by SAICA. Develop a successful CAA marketing strategy applicable to stakeholders. Recommend an absorption strategy for CAA candidates post training with participating institution. Develop the CAA employment agreement industry's best practices in consultation with SAICA, Legal Services and HRM with National Treasury. Develop and update Memoranda of Understanding with partnering institutions on trainees' secondment arrangements. Monitoring and Evaluation: Assess and review implementation of the training programme within National Treasury and its stakeholders. Assess and review the effectiveness of each secondment partner, through assessments of their offering for further development. Conduct trainee assessments. Stakeholder Management and Advisory Services: Establish, formalise and maintain relationships with other departments and SOE's to strengthen the CAA through secondment opportunities and trainee absorption post training. Develop a framework for managing relationship with the regulatory body to ensure continuous CAA compliance with SAICA. Develop a stakeholder management framework for all other key stakeholders including universities, service providers, secondment partners, primary sites, provincial treasuries, departments, SOEs, etc. Support Programmes: Identify and engage with potential stakeholders that can provide solutions with regards to education, training and developmental needs for CAA. Establish and formalise relationships with solution providers through agreements and memoranda of understanding. Establish and maintain strategic partners that provide developmental programmes including secondment and academic support programmes. Financial Management Capacity Building: Contribute to the development of Public Financial Management talent pipeline framework for the whole of government. Contribute on the development of Public Financial Management professionalisation framework.

ENQUIRIES

: Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/59

: **DIRECTOR: SCM STRATEGIC PROCUREMENT REF NO: S053/2024**
 Division: Office Of the Chief Procurement Officer (OCPO)
 Purpose: To provide strategic procurement support services to improve performance and efficiency of the state procurement system including value for money and leveraged benefits in all three spheres of government

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824.per annum (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Supply Chain Management or Logistics or Purchasing or Management or Commerce. 5 years' experience at a middle/senior managerial level obtained in Supply Chain Management environment. Knowledge of PFMA, Treasury Regulations, SCM Policies and prescripts. Knowledge and experience of policy analysis and development. Knowledge and experience in strategic procurement. Knowledge and experience in gathering, analysing, and dissemination of information. Experience in project management. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key Outputs include: - Strategy and Policy: Collaborate on and contribute to the design, development and maintenance of a strategic procurement framework including: national guidelines, processes, and standards for strategic procurement, a strategic procurement monitoring and evaluation system. Manage the dissemination of the strategic procurement framework to all three spheres of government. Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks, and guidelines. Manage and support the design and development of a strategic procurement regulatory environment that responds to policy goals and government objectives. Stakeholder Management: Engage with government stakeholders to facilitate and coordinate the development and implementation of strategic procurement strategies and plans (national, provincial, and local spheres). Engage with public sector-specific strategic partners to support the development and implementation of strategic procurement strategies and plans. Engage with external stakeholders to facilitate and coordinate the development and implementation of strategic procurement services. Products and Services Management: Manage the scoping and analysis of demand management plans, budget documents, procurement plans, Auditor-General (AG) reports, and grant allocations (annually; as required). Contribute to and manage the design and development of strategic procurement strategies for universal products and services across government spheres. Manage the design and development of strategic procurement work plans for client engagement. Service Delivery: Manage the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually/as required). Manage client environment and strategic procurement related reports and diagnostics. Manage the research, development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) including: strategic procurement best-practices, strategic procurement

spend analysis and research, strategic procurement recommendations, strategic procurement recommendations facilitation and implementation. Monitoring and Evaluation: Collaborate on and contribute to monitoring and evaluation systems for strategic procurement. Manage the monitoring, prediction and mitigation of strategic procurement project risks and performance management. Manage the monitoring, assessment, evaluation and reporting on strategic procurement projects governance and oversight to measure value for money and leveraging of benefits achievements. Manage monitoring and reporting on the progress of strategic procurement interventions. Evaluate and report on the impact of strategic procurement interventions including value for money and leveraging of benefits. Research and Development: Manage and perform research and benchmarking on strategic procurement good practice. Identify and recommend new and alternative solutions to strategic procurement services. Manage and report on strategic procurement trends analysis. Knowledge and Information Management: Manage strategic procurement-related knowledge and information.

ENQUIRIES

: Only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

POST 43/60

: **SENIOR ECONOMIST: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S049/2024**
 Division: Intergovernmental Relations (IGR)
 Purpose: To monitor the implementation of municipal budgets and budget and reporting reforms; provide advice and support to municipalities and provincial treasuries on the preparation, implementation and reporting on municipal budgets and the implementation of budget and reporting reforms, to assist in the identification of financial problems and crises in municipalities as per sections 138 and 140 of the MFMA and to support in the monitoring of financial recovery plans.

SALARY CENTRE REQUIREMENTS

: R1 003 890.per annum (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Economics, Public Finance, Accounting or Commerce. 4 years' experience is required of which 2 years should be at an Assistant Director or equivalent level obtained in budget analysis, dissemination of financial reports. Knowledge of report writing, monitoring and evaluation of budgets. Knowledge and experience of the regulatory framework on budgets and financial management within municipalities and provinces.

DUTIES

: Some key Outputs include:- Budget Preparation and Support: Provide guidance on the budgets and long-term financial strategies to non-delegated municipalities, including issuing of budget circulars. Assess and provide feedback on municipal budgets of non-delegated municipalities in alignment with the provisions of the Municipal Finance Management Act (MFMA), DoRA, MBRR and mSCOA. Coordinate and participate in budget engagements with municipalities to discuss budget and related matters. Formulate budget assessment reports and annual budget reports to facilitate and support oversight by various stakeholders, including municipalities, National Treasury, Minister of Finance, TCF, Budget Council, Budget Forum, PCC, SCOF in the NCOP and Cabinet. Review consolidated reports on budgets of Provincial Treasuries. Implementation and Monitoring of Municipal Budgets and Revenue Management: Monitor in-year implementation of budget and trends in local government budgets and expenditure. Identify in consultation with provincial treasuries municipalities that are in financial distress as per Section 138 of the MFMA or municipalities that are in financial crisis as per Section 140 of the MFMA. Implement the appropriate corrective steps to turn around poor performance and deal with municipalities in distress, including supporting and participating in municipal interventions. Participate municipal mid-year budget and performance assessment. Formulate reports on budget implementation to internal and external stakeholders, including municipalities, DG: National Treasury, Minister of Finance, TCF, Budget Council, PCC and Cabinet. Review consolidated mid-year and S71 reports of Provincial Treasuries. Intergovernmental Co-ordination (Stakeholders Management: Participate in forums/ workshops related to scope of sector responsibilities. Compilation of routine publication on municipal budget and in-year financial performance, including the bi-annual Local Government Budget and Expenditure Review. Coordinate budget and financial data for IGFR, MTBPS, Budget Review and other National Treasury publications. Contribute to provincial and municipal CFO Forum meetings by presenting on municipal finances and budget and reporting reforms. Provide advice to sector departments and stakeholders on budgets, long term financial strategies and reporting requirements for municipalities and their finances and facilitate disputes between organs of state. Financial Management Reforms: Promote effective budgeting and financial management in non-delegated municipalities. Advice non-delegated municipalities and Provincial Treasuries on in-year financial reports and verify data. Monitor In-Year Financial Reports, Annual Financial Statements and Annual Reports by non-delegated municipalities and Provincial Treasuries. Follow-up on budget and financial returns from non-delegated municipalities and ensure Council-endorsed documents. Assess the SDBIP's of non-delegated municipalities in alignment with the annual budget of non-financial targets and indicators. Strengthening of provincial treasuries to perform their delegated functions in terms of Chapter 4 of the MFMA: Coordinate the monitoring of the implementation of the province specific strategies and support plans to

address municipal finance performance failures (key “game changers” are revenue management, funded budgets, asset management, *m*SCOA and SCM). Capacitate and support provincial treasuries on oversight and support to delegated municipalities on the matters related to budgets, financial management and reporting reforms and in-year reporting. Transversal Issues: Participate in *m*SCOA and MBRR governance structures and working groups, incl. FAQ committee, Technical Committee, Steering Committee, Coordinating Committee, national project team and LGBA Technical Working Group. Support the implementation of revenue management initiatives, including ESKOM Debt Relief Applications. Participate in the technical work, working groups and support the institutionalisation of City Support Programme initiatives. Support the monitoring of financial recovery plans for municipalities placed under intervention by provinces. Arrange the quarterly War Room Meetings for municipalities placed under national intervention.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/61 : **SENIOR FINANCIAL ANALYST: INTERNAL AUDIT POLICIES, FRAMEWORK AND GUIDELINES (TSS) REF NO: S056/2024**

Division: Office Of the Accountant-General (OAG)

Purpose: To facilitate transparency and effective management in respect of Revenue, Expenditure, Assets, Liabilities (REAL) through providing support to the financial management activities in the National and Provincial Governments and develop and publish frameworks, policies and guidelines in accounting, internal audit and risk management.

SALARY : R1 003 890.per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Commerce or Accounting. A minimum 4 years' experience of which 2 years should be at an Assistant Director or equivalent level obtained within research and policy development techniques, Knowledge of the broader public service frameworks, e.g., PFMA, MFMA, Treasury Regulations.

DUTIES : Some key Outputs include:- Development of frameworks, policies and standards: Research and development of the Modified Cash Standard and other financial management frameworks based on legislation and best practices. Research and development of policies based on standards and the identified gaps (provided by the support CD's), including the review of existing policies. Participate in the development of intervention strategies to financial management capability of clients based on the results of the financial capability maturity model and audit outcomes. Participate in the development of local and international standards on financial accounting (GRAP and IPSAS) by attending meetings and preparing the comment letters on exposure drafts. Report regularly on progress on framework, standards and policy formulation. Development of guidelines and tools: Research and development of user guidelines for frameworks. Research and development of implementation tools in support of the implementation of the GRAP and Modified Cash Standard(s). Development of financial reporting templates and specimens. Report regularly on progress on guidelines and tool development and implementation. Support the implementation of the accounting frameworks, standards and guidelines: Provide support and advice on financial accounting and management to chief directorates within the OAG and to key external stakeholders. Liaison with the auditor-general and the ASB on technical queries raised during the audits of entities. Participate in knowledge sharing initiatives. Conduct handover session with the support units on the frameworks, guidelines, standards and policies. Maintain the chart of accounts for national, provincial and local government: Develop and maintain the standard chart of accounts for government. Participate in the design of system requirements to support the accounting and internal control prescripts in government.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/62 : **SENIOR FINANCIAL ANALYST: FINANCIAL MANAGEMENT AND INTERNAL CONTROLS AUDIT SYSTEMS REF NO: S057/2024**

Division: Office Of the Accountant-General (OAG)

Purpose: To analyse financial information in the provision of internal controls auditing in all spheres of government, on a broad range of financial management and internal control systems in the Supply Chain Management of Public Procurement processes, in accordance with the Standards for Professional Practice of Internal Auditing of the Institute of Internal Auditors' and Association of Certified Fraud Examiners (IIA and other best practices).

SALARY : R1 003 890.per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Commerce or Internal Auditing or Auditing or Accounting or Bachelor of Commerce Science from an accredited educational institution. A minimum 4 years' experience of which 2 years should be at an Assistant Director level of equivalent obtained within the field of forensic and internal control systems. Knowledge and experience of the Local and Provincial Government

operational set-up, Knowledge and experience of the PFMA, MFMA, Treasury Regulations, and the broader Supply Chain Management Policy, and Public Service Regulatory Framework. Knowledge and experience of financial information analysis and interpretation; and Knowledge and experience of project management skills.

DUTIES : Some key Outputs include:- Internal Control Systems Auditing: Identify and prioritize risk areas for targeting for internal control auditing. Provide inputs to the internal control auditing approach and methodology. Initiate internal control auditing plans and resource requirements for specific projects on the performance auditing programme. Initiate internal control auditing, and development of reports projecting findings and conclusions. Follow-up on outstanding information required for reporting purposes and advice on corrective actions. Electronic data acquisition and analysis: Provide an electronic media platform for scrutiny of evidence, exporting and converting of forensic images. Analyse and validate documents, metadata, graphics, and e-mails. Scrutinise logs and data for meaningful information, trends, or anomalies, Initiate the analysis of social networks, commodity flow, telephonic and financial records. Compile a Data Investigation process plan that requires resource identification. Conduct Data Fraud examination process and compile an investigation report. Coordination of Law Enforcement Support: Review and verify records of allegations. Allocate and categories project support for differentiation of services rendered to clients. Maintain database of cases for record purposes. Provide a consultation advisory service to law enforcement agencies and testify during disciplinary and court proceedings, when requires. Stakeholder Engagement and Projects: Initiate the appointment of a panel of forensic investigating co-sourced firms and maintain a register for record purposes. Provide support to internal projects in the enhancement of relationships with internally and externally clients. Coordinate activities in collaboration with the panel of forensic investigating firms, clients, law enforcement agencies involve in the planning, development, and implementation of projects. Provide a client consultation services for corrective action.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/63 : **BUDGET ANALYST: PUBLIC FINANCE REF NO: S034/2024**
Division: Public Finance Division (PF)
Purpose: To provide fiscal and public financial management analysis; monitor, review and evaluate spending plans, service delivery trends and national policy proposals to measure allocative efficiency, spending effectiveness and value for money and assist in the management of National Treasury's relations with stakeholders in national departments and State-Owned Entities (SOEs).

SALARY CENTRE REQUIREMENTS : R552 081.per annum (Excluding Benefits)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economic Sciences or Finance or Development Studies or Social Sciences or Public Administration. A minimum 3 years' experience obtained in policy development; policy analysis processes as well as public finance processes, e.g., MTEF and PFMA. Knowledge of the South African Public Financial Management System and the application of the related legislated framework e.g. the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, where applicable.

DUTIES : Some key Outputs include:- Monitor Budgets, financial management and service delivery outputs: Assist with the monitoring of compliance to the prescripts of the PFMA and Treasury Regulations. Assist with the monitoring of the achievement of output targets from a variety of sources. Analyse departmental MTEC submissions and assist in compiling recommendations to MTEC and MinComBud, Assist with the analysis of budgets and expenditure. Policy analysis and support: Assist with provision of policy analysis and advice to the Finance Ministry and National Treasury. Assist in the contribution and compilation of budget documentation, e.g. Medium-Term Budget Policy Statement, Budget Review, Intergovernmental Fiscal Review and Estimates of National Expenditure. Conduct research that will support policy advice and development. Budgetary analysis and interpretation: Conduct analyses and provide recommendations on client departments' budget submissions. Evaluate budgets in accordance with strategic business plans and provide recommendations. Provide accuracy and quality in the publication of budget information. Expenditure monitoring and evaluation through data and report analysis: Compile expenditure reports and evaluations. Provide inputs on expenditure reports pertaining to client Departments. Provide analysis of quarterly and annual reports.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/64 : **SENIOR FINANCIAL ADMINISTRATION SPECIALIST: BUDGETS REF NO: S051/2024**
Unit: Financial Management Chief Directorate
Purpose: To assist with the compilation and preparation of the Annual and Interim Financial Statement; in managing of the departmental budget, in the processing and analysing of inputs from Divisions, and provide info to internal stakeholders, and external like Auditor-General compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.

SALARY : R444 036.per annum (Excluding Benefits)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) any of the following disciplines: Accounting or Cost & Management Accounting, or Financial Management or Internal Audit or Business Management or Economics and Finance. A minimum 3 years' experience obtained in budgets management, management accounting and financial management operational, Knowledge of BAS or/and other relevant government financial systems.
<u>DUTIES</u>	:	Some key Outputs include:- Annual Financial Statement Assist with the compilation and preparation of the quarterly interim and annual financial statements of the department. Configure applications in alignment with technical and business requirements. Prepare various financial statements and reports for management and submit to the Auditor-General. Coordinate regulatory audit processes with internal and external Auditors. Departmental Annual Budget: Monitor exception reports and review the departmental budget on the basic accounting system (BAS). Provide budget information in the required format. Review the shifting funds within economic classifications and between programmes. Consolidate Budgetary Inputs: Assist in coordinating and submission on an annual basis, Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Drawings, Rollovers, entertainment, catering, and gifts. Develop, Implement Budgeting Systems: Monitor budget implementation progress and identify variances against the budget. Prepare reports on performances and variances analysis for programmes. Consolidate reports and advice and caution on the risks of possible over / under-spending. Compliance with Public Finance Management Act, 1999, Treasury Regulations and Modified Cash Standard. Co-ordinate, consolidate and compile management reports. Perform budget cycle within the parameters of the applicable legislation and project plans. Assist with strategic and operational financial matters in compliance with the required regulations. Prepare financial statements within the parameters of the applicable legislation, where applicable. Assist with strategic and operational inputs into financial matters: Assist with strategic and operational inputs into financial matters pertaining to reports, notices and other information submitted to the Executive Authority, National Treasury and Auditor-General, as stipulated by the PFMA.
<u>ENQUIRIES</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 43/65</u>	:	<u>FINANCIAL ADMINISTRATION SPECIALIST: BUDGET REF NO: S031/2024</u> Unit: Financial Management Chief Directorate Purpose: To assist with the compilation and preparation of the Annual and Interim Financial Statement, in managing of the departmental budget and processing and analysing inputs from stakeholders within the National Treasury and the Auditor-General in terms of the applicable regulations.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Excluding Benefits)
	:	Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Accounting or Cost and Management Accounting or Financial Management or Internal Audit or Business Management or Economics and Finance. A minimum 2 years' experience obtained in Budget Management, Management Accounting and Financial Management. Knowledge in the operations of BAS.
<u>DUTIES</u>	:	Some key Outputs include:- Departmental Annual Budget and Financial Statements: Monitor exception reports monthly. Capture departmental budget on the basic accounting system (BAS). Provide budgetary information in the required format. Shift funds on request within economic classifications, shift funds between Programmes on request. Assist with the compilation and preparation of the quarterly interim and annual financial statements of the department. Assist with compilation of budget: Assist with the compilation of budget inputs and submit inputs on: Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Drawings, Rollovers and entertainment, catering, and gifts. Maintenance of budgeting systems: Monitor expenditure against budget. Compile and submit monthly reporting on performances and variances analysis for budget programmes. Advice on possible over/ under-spending of budgets. Compliance with the Public Finance Management Act, 1999, Treasury Regulations and Modified Cash Standard: Provide information for the monthly management reports. Perform budget cycle within the parameters of the applicable legislation and project plans. Prepare financial statements within the parameters of the applicable legislation. Provide inputs into budgetary matters: Provide inputs into financial affairs and other information prior to the submitted to the Executive Authority, the national Treasury or the Auditor-General as required by the PFMA.
<u>ENQUIRIES</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 43/66</u>	:	<u>FINANCIAL ADMINISTRATION SPECIALIST: PERSONNEL REMUNERATION REF NO: S052/2024</u> Unit: Financial Management Chief Directorate Purpose: To provide an administrative support service pertaining to the National Treasury's payroll, debtors' management, service terminations, and other allowances as stipulated

SALARY : R376 413.per annum (Excluding Benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 coupled with a National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Financial Management or Management Accounting or Accounting. A minimum 2 years' experience obtained in a Personnel Remuneration and Debtor Management environment, In-depth knowledge and experience of the operations of PERSAL and BAS financial systems.

DUTIES : Some key Outputs include:- Support Processing of Department's Payroll: Calculate payroll related transactions in alignment with the necessary supporting documentation. Capture transactions on the PERSAL/BAS financial systems, where applicable. Prepare monthly and annual management reports of the Department's payroll for decision making purposes. Comply with relevant applications, statutes, regulations and departmental prescripts applicable to the Department's payroll. Execute project related activities in accordance with the approved projects deliverables. Distribute payroll reports to budget managers for certification and reconcile to eliminate discrepancies. Debtors Management: Identify, calculate, record and process amounts owed to the Department, and ensure that amounts owed are substantiated with necessary supporting documentation. Prepare monthly debtors reconciliations and distribute statements within allowable timeframes, whilst liaising with relevant stakeholders concerning the recovery or write-offs in lieu to the National Treasury. Prepare monthly management reports and/or supply such other information pertaining to debtor control/suspense accounts. Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to debtors' management. Subsistence and Travel Claims: Calculate, record and process amount payable to employees supported by the correct documentation. Prepare monthly management reports and supply such other information regarding subsistence and travel. Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to subsistence and travel advance/ claims, Execute project related activities in accordance with the approved projects deliverables. Service Terminations (resignations and transfers): Obtain the required documents and process termination of service supported by verified Asset and Liability documentation. Identify amounts owed to/by the employee and ensure that such amount are properly supported, accurately calculated, repaid to the employee or received by the Department within the relevant prescripts. Perform transactions in compliance with the relevant and application statutes, regulations and departmental prescripts. Deduct Tax Deductions of Service Providers/ Consultants: Obtain required documentation from service providers or consultants and complete and validate information. Initiate calculations and record tax payable by service providers or consultants supported by required documentation prior to transfer to South African Revenue Service. Monitor and ensure that amounts allocated to control/suspense accounts are cleared and reconciled on a timely basis: Engage institutions on the recovery and clearance amounts allocated to the suspense accounts. Prepare monthly reconciliations and on amounts allocated to control/ suspense accounts for clearance. Prepare monthly and annual reports in compliance with information pertaining to control/ suspense accounts.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/67 : **SECURITY ADMINISTRATION OFFICER: SECURITY BREACHES AND INVESTIGATIONS**
REF NO: S036/2024
Division: Corporate Services (CS)
Purpose: To safeguard and secure state information within the National Treasury through consultation with stakeholders and implementation of MISS documents as determined by regulatory requirements and other related security directives.

SALARY : R308 154.per annum (Excluding Benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in any of the following disciplines: Security Management or Policing or Criminal Justice or Public Management. A valid code B (formerly code 8) is required. A minimum 1-year experience is required obtained in the security management environment. Knowledge and experience of information security and compliance, Knowledge of the broader security framework on information security and compliance.

DUTIES : Some key Outputs include:- Implement Information Security measures: Implement security procedures for information security in the National Treasury. Develop a database of Foreign Nationals and Consultants attached to National Treasury and inhere to necessary security requirements. Administer the Commissioner of Oaths and affirmation, certification of documents and fingerprints. Compile information security awareness sessions for National Treasury employees, consultants, foreign nationals to sensitise them against the associated risks. Co-ordinate information security during special events hosted by the National Treasury. Liaise and partner with IT and Asset Management pertaining to disposable equipment storage prior to removal. Implement document security: Develop document security procedures. Conduct research and advice on proper handling and storage of sensitive documents. Conduct after-hours inspection in compliance with the Clean Desk Policy. Security Breaches Investigations: Investigate information security related to breaches and staff behaviours that might pose a threat to security of information. Review Security Policies and procedures: Review security

policies procedures and recommend alignment with the MISS. Compile management reports for implementation. Develop and maintain relevant data base to monitor progress of implementation pertaining to security measures.

ENQUIRIES

: Only (No applications): Recruitment.Enquiries@treasury.gov.za

THE 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 : 06 December 2024 at 16h00. Applications received after the closing date will not be considered.

NOTE : 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 representativity 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 right 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>.

MANAGEMENT ECHELON

POST 43/68 : **DIRECTOR: GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT (GICTM) REF NO: D - GICTM**

SALARY : R1 216 824 per annum (Level 13)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Information Management / Information Technology / Computer Science or equivalent/related. Possess a minimum of 5 years' experience at a middle/senior managerial level within the ICT environment. A postgraduate Degree / Diploma in Information Technology will be considered an added advantage. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Proficiency in the latest technology trends, modern ICT/Digital systems, and management and ICT Governance and a thorough understanding of ICT Project Governance mechanisms and structures.

DUTIES : Manage the provision of information management and information technology governance services, amongst others establish efficiency and efficacy standards, provide recommendations for improvement, provide guidance and recommendations on Digital Transformation Strategies (i.e. Cloud, Smart Collaborative platforms, 4IR ready Infrastructure, etc.) and plans. Manage the provision of information management and information technology operations, solutions, support and application services. Manage the provision of infrastructure and operations services, amongst others, oversee security of systems, networks and the overall adoption, implementation and management of relevant cyber-security and data resiliency mechanisms, develop, adopt, implement and ensure effective management of the BCP/BCMS, DRP, BIA and other business continuity protocols to minimise business critical service disruptions and data recovery mechanisms in the event of emergency situations and data loss. Manage the provision of information and knowledge management services (including library services, web development, information reproduction and printing services, information mining and security, archiving and records management services). Communicate (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information and ensure improvement on stakeholder collaborations (digitally), amongst others, develop and maintain relationships with other sector departments, IT Vendors, and third-party service providers. Manage and ensure effective and efficient utilization of resources in line with applicable legislation, amongst others, 1) financial and physical – analyses the ICT Infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs and 2) Human resources – facilitate and help coordinate the hiring/appointment and the training of ICT personnel, schedule, develop,

organise and assign the development of ICT Projects to members of the ICT team, conduct Performance evaluations, appraisals, and conduct Personnel Development Plans that are timely and constructive and ensures compliance to the regulated prescripts and conducts and oversee and ensure discipline as needed and in accordance with the department policies and regulations.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/1440/ 0722426245

APPLICATIONS

: 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 recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: D - GICTM".

DEPARTMENT OF WATER AND SANITATION

MANAGEMENT ECHELON

- POST 43/69** : **DIRECTOR: HUMAN RESOURCE PERFORMANCE AND DEVELOPMENT MANAGEMENT**
REF NO: 061224/01
Branch: Corporate Support Services Dir: Human Resource Performance and Development Management
- SALARY** : R1 216 824 per annum (Level 13) (All-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : An undergraduate qualification (NQF 7) in Economic and Management Sciences with majors in Human Resource Management and specialisation in Human Resource Development or Training and Development or relevant qualification. Five (5) years' experience at senior/middle managerial level in a Human Resource Development environment. The disclosure of a valid unexpired driver's license. Knowledge and experience in HRD policy development and implementation. Sound understanding of HRD policies and procedures. Knowledge of PMDS and Adult Education and training (AET). Insights on the enhancement and promotion of skills development. Understanding of legislative and policy frameworks governing the public sector. Knowledge of conflict management tools and methodologies. Good communication, presentation, report writing and networking skills. Understanding of programme and project management. Knowledge of financial, people management and empowerment practices.
- DUTIES** : Provide strategic leadership and business planning for the directorate. Facilitate the implementation of Human Resource Development strategy. Advocate for compliance and ensure adherence to operational and financial frameworks of practices, processes, standards and controls. Coordinate the implementation of performance management system. Provide awareness on performance management system department wide. Provision of skills training and development programmes. Develop training tools and effective mechanisms to identify and address the demands for priority skills supply over a specified term. Provision of internal bursary programme. Manage the awarded internal bursaries process. Manage the bursary program and report on bursaries.
- ENQUIRIES** : Mr C. Greve Tel No: (012) 336 8402
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit43HO@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
- 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 Sanitations 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.
- CLOSING DATE** : 6 December 2024

OTHER POSTS

- POST 43/70** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 061224/02**
Branch: Infrastructure Management Dir: Civil Engineering: Dam Design
- SALARY** : R873 840 per annum (All-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor of Technology (B-Tech) in Engineering Civil engineering. Six (6) years post qualification civil engineering technologist experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.
- DUTIES** : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, Pretoria-West Hydraulic Laboratories, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise.
- ENQUIRIES** : Mr. E Koadibane Tel No: (012) 336 7694
APPLICATIONS : Head Office(Pretoria) Please email your application quoting the relevant reference number on the subject line to: Recruit43HO@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
- 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 Sanitations 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.
- CLOSING DATE** : 6 December 2024

<u>POST 43/71</u>	:	<u>DEPUTY DIRECTOR: RISK AND INTERNAL AUDIT: REF NO: PUCMA 01</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11) (All-inclusive package)
<u>CENTRE</u>	:	Durban (Pongola-Umzimkulu Catchment Management Agency)
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification at NQF level 7. Registration as a Certified Internal Auditor / Compliance Auditor / Performance Auditor / Forensic Investigations and Quality Assurance auditor / General Control Review and Applications Control. Five (5) years supervisory / management experience (ASD level) in internal audit / compliance audits / performance audits/ forensic investigations and quality assurance audits / general control review and applications control; or Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Competencies required: Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Manage the following: Compliance Audits / Performance Audits/ Forensic Investigations and Quality Assurance Audits / General Control Review and Applications Control. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage. Manage strategic, operational and functional risk processes by designing and implementing an overall risk management process for the entity, which includes an analysis of the financial impact on the company when risks occur. Performing an Enterprise Risk Assessment by analysing current risks and identifying potential risks that are affecting the company. Assist in developing risk mitigation strategies for the organisation's critical risks and monitoring these risks. Conduct on-site inspections of properties and facilities to identify hazards and risk exposures. Prepare technical and comprehensive reports, plans and procedures for developing audit and risk management programs, reviews and inspections.
<u>ENQUIRIES</u>	:	Mr Swaswa Nthoro: Tel No. 082 857 3127
<u>APPLICATIONS</u>	:	Please email your application quoting the relevant reference number on the subject line to: PUCMA01@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>NOTE</u>	:	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 Sanitations 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. 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). A 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. 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). 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 Agency 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 Agency 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. The Pongola-uMzimkhulu Catchment Management Agency (PUCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.
<u>CLOSING DATE</u>	:	06 December 2024

- POST 43/72** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 061224/03**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Infrastructure Management: Central Operation Dir: Operations Central
- SALARY** : R849 702 per annum (All-inclusive package) (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Degree / Diploma in Administration. Three (3) to (5) five years management experience in Administration. Knowledge of policy development and implementation. Knowledge and experience of Administration process. Knowledge of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity management. Client orientation and Customer focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures.
- DUTIES** : Manage Corporate Services (Human Resources, Information Technology, Administration, Communication and OHS, including Safety and Security. Assist with the development and implementation of Strategic Plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Compilation of Corporate Service Budget. Management of human resources. Expert advice on HR information implementation to managers. Monitor policy implementation.
- ENQUIRIES** : Mr N. Buthelezi Tel No. (012) 741 7302
APPLICATIONS : For Centre: Infrastructure Management: Central Operations Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001 or email the application to DDCSP@dws.gov.za For attention: Mr KL Manganyi
- 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 Sanitations 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.
- CLOSING DATE** : 6 December 2024
- POST 43/73** : **ENGINEER PRODUCTION GRADE A - C (MECHANICAL) REF NO: 061224/04 (X2 POSTS)**
Branch: Infrastructure Management: Head Office Dir: Mechanical and Electrical Engineering
- SALARY** : R833 499 - R1 254 282 per annum (All-inclusive OSD salary package) (Offer will be based on years of experience)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Mechanical Engineering Degree (B Eng / BSc Eng). Three (3) years post qualification Mechanical engineering experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's

license. Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs, and Water Resources Infrastructure Operations. 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. Willingness to travel country wide. 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 and improve efficiency and enhance safety. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Approve and supervise engineering works according to prescribed norms and standards. Develop tender specifications. 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. Office administration and budget planning. Research/literature studies on engineering technology to improve expertise.

ENQUIRIES

: Mr. E. Manhimanzi Tel No: (012) 336 8621

APPLICATIONS

: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit43HO@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

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 Sanitations 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.

CLOSING DATE

: 6 December 2024

POST 43/74

: **ENGINEER PRODUCTION GRADE A-C REF NO: 061224/05**
Branch: Water And Sanitation Services Management Dir: Water Services Planning Support

SALARY

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

CENTRE

: Pretoria Head Office

REQUIREMENTS

: An Engineering degree (B Eng/ BSc Eng) or relevant qualification. 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. Experience in water and sanitation services bulk infrastructure planning, including feasibility studies, designs and associated legislative requirements is highly recommended. Knowledge of program, project and financial management and ability to effectively liaise with a wide range of sector role players. Willingness to travel throughout South Africa for the execution of engineering related duties. Knowledge of the water sector and relevant legislation (including but not limited to The Water Services Act (No. 108 of 1997),

National Water Act (Act No. 36 of 1998) and National Environmental Management Act (Act 107 of 1998) amongst others. Understanding of research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, stakeholder focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Good communication skills both (verbal and written). Planning, organising and people management.

DUTIES

:

The successful candidate will report to the Chief Engineer: Water Services Project Planning Support. Provide support in the analysis and project management of water and sanitation services planning projects. Provide technical support to the water and sanitation services sector. Strategic Analysis of Water Services themes and topics. Development of related business perspectives with recommendations. Input on regular updates of planning guidelines, with checklists for comprehensive project planning & documentation. Development of Standard Operating Procedures related to project planning. Liaison and engagements with all stakeholders and water and sanitation sector players with regards to project planning. Provide support to Water Service Authorities to ensure implementation of Planning Frameworks and methodologies. Monitoring and reporting on the implementation of planning frameworks and methodologies nationally. Identification, prioritization and initiation of planning projects through the Regional Offices and the associated financial management to structure the required budgets for planning. Support with planning budget determination with regions. Co-ordination of planning to ensure integrated planning and management of water and sanitation services projects in all spheres of government (Water Boards, WSAs and other WSPs) to improve water and sanitation services, and the reliability and sustainably of bulk and reticulation water and sanitation infrastructure. Investigation, assessment, monitoring and reporting on all aspects of Water and Sanitation Services delivery. Investigations for project funding and providing support for compliance with other grants. Ensure all data, information, reports and results of analyses are packaged and made accessible to the sector via the Water Services Knowledge System and National Integrated Water Information System. Liaison with, and maintenance of data sharing and information partnerships with key Water and Sanitation Services, Sector role-players and stakeholder such as Statistics South Africa, National Treasury, Cooperative Governance and Office of the Presidency.

**ENQUIRIES
APPLICATIONS**

:

Ms P Ngqumshe, Tel No: (012) 336 8815

:

Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit43HO@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

NOTE

:

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

CLOSING DATE

:

6 December 2024

- POST 43/75** : **SCIENTIST PRODUCTION GRADE A-C REF NO: 061224/06**
Branch: Infrastructure Management Central Operations: Dir: Operations Central
- SALARY** : R721 476 – R774 267 per annum (All-inclusive OSD salary package) (Offer will be based on years of experience)
- CENTRE** : Grootdraai Dam (Usutu Vaal)
- REQUIREMENTS** : A Science degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification Natural scientific experience. Compulsory registration with the SACNASP as a professional Natural Scientist. The disclosure of a valid unexpired driver's license. Knowledge in strategic management processes. Knowledge in policy formation, implementation and monitoring. Knowledge of project and programme management. Understanding social and economic development issues. Knowledge and understanding of relevant legislation. Knowledge of related water sciences fields. Programme and project management. Showing signs of growing into strategic capability and leadership. Basic financial management. Change Management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication. Accountability and ethical conduct. Analytical thinking and interpersonal skills. Note: Candidates must complete a practical and theoretical test.
- DUTIES** : Develop and implement methodologies, policies, system, and procedure. Perform scientific analysis and regulatory functions. Conduct research and development. Human capital development.
- ENQUIRIES** : Mr N Buthelezi Tel No: (017) 712 9400
- APPLICATIONS** : Grootdraai Dam (Usutu Vaal) Please email your application quoting the relevant reference number on the subject line to SSP@dws.gov.za or post to the Department of Water and Sanitation, Private Bag X 2021, Standerton 2430 or hand deliver to Grootdraai dam, Admin Building, Standerton, Human Resource office. For Attention: Ms IN Ndwandwe
- 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 Sanitations 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.
- CLOSING DATE** : 6 December 2024
- POST 43/76** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 061224/07 (X2 POSTS)**
Branch: Provincial Operations: Limpopo Dir: Water Resource Management Support
- SALARY** : R522 741 per annum (OSD)
- CENTRE** : Polokwane Tzaneen
- REQUIREMENTS** : A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in planning and execution of Hydrological Monitoring Networks. Knowledge of the Water Legislation and related policies, Proficient in computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good Planning and organising

<u>DUTIES</u>	:	skill, problem-solving skills, communication skills, conflict resolution skills, (verbal and written) interpersonal relation and project management. Supervisory experience Perform and co-ordinate the data collection, calibration maintenance and evaluation of surface water monitoring gauging stations. Manage quality control and task with regards to data collection calibrations, maintenance and evaluation of data processing performed by subordinates. Compile monthly progress statistics and information products for the monitoring networks. Conduct research on station history and manage the correct updating of Hydstra database. Participate in other tasks aimed at optimisation of surface water monitoring network. Supervise and develop subordinates
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KF Netili, Tel No: (015) 290 1486 / Cell No: (082) 047 8685 Limpopo (Polokwane): Please email your application quoting the relevant reference number on the subject line to: ApplicationLM@dws.gov.za or hand deliver to: Azmo Place Building 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4th floor), or post to: Private Bag X 9506, Polokwane, 0700. For Attention: Mr HH Khoza Tel No: (015) 290 1222
<u>NOTE</u>	:	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 Sanitations 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.
<u>CLOSING DATE</u>	:	6 December 2024
<u>POST 43/77</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 061224/08</u> Branch: Water Resource Management: Sd: National Hydrological Monitoring (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R522 741 per annum (OSD) Pretoria Head Office A National Diploma in Civil Engineering. Six (6) years post qualification civil technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in planning and execution of Hydrological Monitoring Networks. Knowledge of the Water Legislation and related policies, Proficient in computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good Planning and organising skill, problem-solving skills, communication skills, conflict resolution skills, (verbal and written) interpersonal relation and project management. Supervisory experience
<u>DUTIES</u>	:	Perform and co-ordinate the data collection, calibration maintenance and evaluation of surface water monitoring gauging stations. Supervise construction works and compile monthly progress reports. Manage quality control and task with regards to data collection calibrations, maintenance and evaluation of data processing performed by subordinates. Compile monthly progress statistics and information products for the monitoring networks. Conduct research on station history and manage the correct updating of Hydstra database. Participate in other tasks aimed at optimisation of surface water monitoring network. Supervise and develop subordinates
<u>ENQUIRIES</u>	:	Mr Z. Maswuma, Tel No. (012) 336 8784

- APPLICATIONS** : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit43HO@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
- 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 Sanitations 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.
- CLOSING DATE** : 6 December 2024
- POST 43/78** : **PLANNING MONITORING AND EVALUATION MANAGER/OFFICE MANAGER: REF NO: PUCMA 02**
- SALARY** : R444 036 per annum (Level 9)
- CENTRE** : Durban (Pongola-Umzimkulu Catchment Management Agency)
- REQUIREMENTS** : A Bachelor's degree in Administration or Commerce. A post graduate qualification in Monitoring and Evaluation is essential. At least five(5) years' experience in Monitoring and Evaluation. Project Management Certification is desirable. Competencies required: A strong grasp of compliance issues in terms of PFMA, Treasury Regulations, Auditor General, Corporate Governance principles etc. Knowledge and understanding of all legislation and statutes applicable to the organisation's activities. Capacity to produce high quality reports is essential. Attention to detail and a well-organised approach to work. A tactful and diplomatic approach and the confidence to liaise with management and employees, as well as external stakeholders. Policy formulation skills. A strong grasp of compliance issues in terms of PFMA, Treasury Regulations, Auditor General, and Corporate Governance principles etc. Good people skills. High level of reliability. Ability to act with tact and discretion. Knowledge of dispute resolution process. Problem solving and Analysis. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Discretion in handling confidential information. The ability to communicate (written, verbal and liaison) and work well with people at all levels.
- DUTIES** : Creation of a framework and procedure for the monitoring and evaluation of key performance activities. Provide technical support in the form of guidelines, advice, and tools related to improving M&E processes in the organisation. Ensure the integration of performance information systems with existing management processes and systems. Establish an effective communication framework to enable all parties to share and access all knowledge and information around organisational performance monitoring. Co-ordinate organisational reporting on key performance indicators as detailed in the Quarterly Report; Shareholder's compact and Corporate Scorecard. Assist the CMA to establish M&E work plans, and targets to be achieved during the financial year, as well as throughout the reporting period. Ensure alignment of the Company Scorecard and Shareholder Compact to Performance Agreements. Manage the process of designing, coordinating and conducting monthly, quarterly and annual evaluations. Develop monitoring plans in line with organisational reporting deadlines. Provide technical

support in the form of guidelines, advice, and tools related to improving M&E processes in the organisation. Perform Office Manager Functions in the CE's Office.

**ENQUIRIES
APPLICATIONS**

: Mr Swaswa Nthoro: Tel No. 0828573127
: Please email your application quoting the relevant reference number on the subject line to: PUCMA02@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

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 Sanitations 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. 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). A 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. 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). 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 Agency 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 Agency 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. The Pongola-uMzimkhulu Catchment Management Agency (PUCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.

CLOSING DATE

: 06 December 2024

POST 43/79

: **LEGAL ADMINISTRATIVE OFFICER: REF NO: PUCMA 03**

**SALARY
CENTRE
REQUIREMENTS**

: R440 412 per annum (MR 5) (OSD)
: Durban (Pongola-Umzimkulu Catchment Management Agency)
: LLB (or equivalent qualification). At least eight(8) years appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act. Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Planning and decision making skills. Strategic capability and leadership skills. Accountability and Ethical Conduct.

DUTIES

: Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.

**ENQUIRIES
APPLICATIONS**

: Mr Swaswa Nthoro: Tel No. 0828573127
: Please email your application quoting the relevant reference number on the subject line to: PUCMA03@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

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 Sanitations 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. 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). A 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. 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). 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 Agency 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 Agency 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. The Pongola-uMzimkhulu Catchment Management Agency (PUCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.

CLOSING DATE

: 06 December 2024

POST 43/80

: **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A - C REF NO: 061224/09 (X2 POSTS)**

Branch: Infrastructure Management: Head Office Dir: Strategic Infrastructure Asset Management

SALARY

CENTRE

REQUIREMENTS

: R429 930 - R654 252 per annum (OSD) (Offer will be based on proven years of experience)
: Pretoria Head Office
: A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Three (3) years post qualification in 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-added 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

: Provide technical management support the Conveyance Systems Sub-Directorate. 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 Conveyance Systems rehabilitation projects. Provide engineering designs and supervision for conveyance related projects. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of projects. Support Operational Clusters and Water User Associations. Provide engineering assistance with the management of major equipment overhauls and upgrades in all the operational areas. Develop maintenance guidelines for conveyance infrastructure. Perform evaluation of departmental conveyance system by means of instrumentation and assessment as required by legislation and /or departmental policies. Develop and manage budget for the Sub-Directorate. Provide inputs of the budget to Cluster Offices when required.

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: Recruit43HO@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

NOTE

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CLOSING DATE

: 6 December 2024

POST 43/81

: **COMMITTEE SECRETARIAT: REF NO: PUCMA 04**

SALARY

: R308 154 per annum (Level 7)

CENTRE

: Durban (Pongola-Umzimkulu Catchment Management Agency)

REQUIREMENTS

: A relevant three(3) year tertiary qualification in Administration/Secretarial. Minimum Three(3) years experience in Committee work, administration and secretarial. Competencies required: knowledge of Governance, Policies and Procedures. Knowledge of administrative and clerical procedures and systems. Board Procedures. Schedule 4 of National Water Act. Ethics and integrity. Writing skills. Detail and focused. High Degree of confidentiality. Computer skills and good Communication skills. Coping with work pressure.

DUTIES

: Record and prepare minutes of the Governing Board and its committees including (ad-hoc committees) and stakeholders' sessions. Prepare and have agendas delivered for the Governing Board and its committees including (ad-hoc committees). Arrange official transport and accommodation for Board and Committee members through Supply Chain Management section. Update outstanding Board Resolutions Register by collating information from various divisions. Follow up with Executives/Managers on all reports due to be submitted to committees including ad-hoc committees. Prepare and distribute to all Executives/Managers schedule of meeting dates with the closing dates for reports for the financial year. Prepare schedules of the Governing Board and its Committee meetings dates of every financial year. Arrange venues and logistics for the meetings of the Governing Board and its committees. Arrange appointments for the Chairperson and Governing Board members regarding official business of the PUCMA. Keep filing systems for verification to internal and external Auditors upon request. Provide documents for verification to internal and external Auditors upon request. Keep the pecuniary interests register in respect of the Governing Board members. Have declaration of interest forms completed by the Governing Board members and all employees attending the meetings of the Governing Board and its committees. Provide administrative support regarding the completion of claims by the Governing Board members in respect of attendance of Governing Board and committee meeting and events. Perform other committee work on request such as for MANCO, REMCO, etc.

ENQUIRIES

: Mr Swaswa Ntlhoro: Tel No. 0828573127

APPLICATIONS

: Please email your application quoting the relevant reference number on the subject line to: PUCMA04@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

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 Sanitations website, under career opportunities or the DPSSA 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. 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). A 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. 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). 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 Agency 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 Agency 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. The Pongola-uMzimkhulu Catchment Management Agency (PUCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.

CLOSING DATE

: 06 December 2024

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 43/82</u>	:	<u>MEDICAL SPECIALIST (PAEDIATRICS AND CHILD HEALTH) REF NO: MRH/2024/29</u> Directorate: Clinical
<u>SALARY</u>	:	Grade 1: R1 271 901.per annum Grade 2: R1 451 214.per annum Grade 3: R1 680 780.per annum
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital National Senior Certificate/ Matric and MBCHB or equivalent qualification and FC Paediatrics (SA) OR equivalent that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics and Child Health and current annual registration with the HPCSA as a Medical Specialist. Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with recognized foreign health professional council, of whom it is not required to perform Community Service.
<u>DUTIES</u>	:	Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage. Manage Paediatrics and Child Health emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Ensure compliance with the policies and protocols. Commuted overtime is compulsory.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. E.B. Mankge Tel: (012 841 8305) Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications ca be emailed to: <u>Applications.MRH@gauteng.gov.za</u>
<u>FOR ATTENTION NOTES</u>	:	Mr M.H. Hlophe (HR Recruitment Section). Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents and a service certificate obtainable from HR Department. The Gauteng Provincial Government is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not for Sale At Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/83</u>	:	<u>MEDICAL OFFICER (ORTHOPAEDICS) REF NO: MRH/2024/31</u> Directorate: Clinical
<u>SALARY</u>	:	Grade 2: R1 082 988.per annum Grade 3: R1 253 415.per annum
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital National Senior Certificate/Matric, MBCHB Degree that allows registration with HPCSA as a Medical Officer Grade 2 and current annual registration. Grade 2: A minimum of five years' experience after registration with HPCSA as a Medical Officer Grade. Grade 3: A minimum of ten years' experience after registration with HPCSA as a Medical Officer. Ability to function independently and be part of a multi-disciplinary team. Successful applicant must be solution-oriented and have good decision-making skills. Advance Trauma Life Support training will be an added advantage. Basic medical knowledge in Orthopaedics trauma and orthopaedics outpatient management. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department.
<u>DUTIES</u>	:	Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage.

Manage Orthopaedic and outpatient emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Assist with the administrative activities of the department. Assist and participate in the research activities as defined within the department. Ensure compliance with the policies and protocols. Commuted overtime is compulsory

- ENQUIRIES APPLICATIONS** : Dr. L.B. Mapeshoane Tel: (012 841 8302)
 : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications ca be emailed to: Applications.MRH@gauteng.gov.za
- FOR ATTENTION NOTE** : Mr M.H. Hlophe (HR Recruitment Section). Tel: (012 841 8329)
 : Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
- CLOSING DATE** : 06 December 2024
- POST 43/84** : **MEDICAL OFFICER OBSTETRICS AND GYNAECOLOGY REF: REF NO: MRH/2024/30 (2 POSTS)**
 Directorate: Clinical
- SALARY** : Grade 1: R949 146.per annum
 Grade 2: R1 082 988.per annum
 Grade 3: R1 253 415.per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
 : National Senior Certificate/Matric, MBCHB Degree that allows registration with HPCSA as a Medical Officer and current annual registration. **Grade 1:** No experience required after completion of Community Service and registration with HPCSA as Medical Officer. **Grade 2:** A minimum of five years' experience after registration with HPCSA as a Medical Officer Grade. **Grade 3:** A minimum of ten years' experience after registration with HPCSA as a Medical Officer. Ability to function independently and be part of a multi-disciplinary team. Successful applicant must be solution-oriented and have good decision-making skills.
- DUTIES** : Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage. Manage Obstetrics and Gynaecology emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Ensure compliance with the policies and protocols. Commuted overtime is compulsory
- ENQUIRIES APPLICATIONS** : Dr. E.B. Mankge Tel: (012 841 8305)
 : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications ca be emailed to: Applications.MRH@gauteng.gov.za
- FOR ATTENTION NOTE** : Mr M.H. Hlophe (HR Recruitment Section). Tel: (012 841 8329)
 : Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not for Sale At Mamelodi Regional Hospital.
- CLOSING DATE** : 06 December 2024
- POST 43/85** : **SESSIONAL MEDICAL OFFICER (OPHTHALMOLOGY) REF: MRH/2024/30**
 Directorate: Medical
 Hours: 80 Hours Per Month
- SALARY** : Grade 1: R457 00 Per Hour
 Grade 2: R521 00 Per Hour
 Grade 3: R603 00 Per Hour
- CENTRE** : Mamelodi Regional Hospital

- REQUIREMENTS** : National Senior Certificate. MBCHB or MBCh, current HPCSA registration with HPCSA as medical practitioner, knowledge and experience in medical Ophthalmology management. Good written and verbal communication skills. Ability to work under-pressure.
- DUTIES** : Provision of 24 hours Ophthalmic services. Manage eye patients in all department requiring Ophthalmic care ICU, Eye clinic, ward in general and casualty. Perform ROP screening, theatre, clinic and ward rounds and Ophthalmic surgical procedure. Participate in Supervision and training of medical interns, clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospitals and Lean Management principles. Perform clinical Audit.
- ENQUIRIES** : Dr EB Mankge Tel (012 841 8305)
- APPLICATIONS** : can be emailed to: Application.MRH@Gauteng.Gov.za Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Mr S.E. Mofokeng (HR Recruitment Section).
- FOR ATTENTION** : Mr MH Hlophe Tel (012 841 8329)
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
- CLOSING DATE** : 06 December 2024

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

OTHER POSTS

<u>POST 43/86</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALITY)(NIGHT DUTY) REF NO: UMG 07/2024</u>
<u>SALARY</u>	:	R715 977 per annum other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Umgeni Specialized Psychiatric Hospital: Howick senior certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing and Psychiatry plus Diploma in advanced Psychiatric nursing. A minimum of nine years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience after obtaining one year post basic qualification in advanced Psychiatry nursing. A minimum of three years of the period above must be appropriate/recognizable experience at Operational level/supervisory level. "(applicants are not submitting copies/certified copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Computer literacy Recommendations Degree/diploma in Nursing Management will be an advantage. Knowledge And Skills Knowledge of Nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service policies, Mental Health Acts and regulations. Sound management, negotiation, interpersonal relations, disciplinary procedures and basic financial management skills. Good verbal and written communication, problem solving and project management skills. Ability to function well within the team. Sound knowledge of psychiatric patient treatment. Appropriate understanding of nursing scope of practice and nursing standards. Good supervisory skills.
<u>DUTIES</u>	:	Key Performance Areas Provide guidance and leadership towards the realization of the institutional strategic and operational goals. Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care within legal framework Coordinate and facilitate the development of quality for all nursing categories within area of supervision. Ensure the implementation of National, Provincial and District Quality Improvement initiatives at hospital level. Participate in formulation of policies, procedures and implementation thereof. Assist in achievement of Ideal hospital and six priority areas within the hospital. Control provision of nursing care in the area of supervision through allocation and supervision of human and financial resources. Monitor and ensure that all nurses are licensed to practice. Ensure implementation of procedures that maintain effective infection control and occupational health and safety measures in accordance with Occupational Health and safety legislation. Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff within the zone/area. Deal with grievance and labor relation issues in terms of laid down policies, procedures i.e. manage work place discipline. Monitor the implementation of the employee's performance and development system and deal with identified developmental needs. Ensure security and safety of Mental Health Care users.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs ST Chule Tel No: 033-3306146 EXT 113
<u>FOR ATTENTION NOTE</u>	:	Applications quoting the relevant reference UMG 02/2024 Should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag x 23, Howick, 3290 Mrs ST Chule Applications must be submitted on the prescribed amended Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. Applications can be emailed to Siphesihle.moshoeshoe@kznhealth.gov.za All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply. Due to financial constraints in the Department no S &T will be paid to candidates invited for interviews.
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/87</u>	:	<u>OPERATIONAL MANAGER (SPECIALITY) REF NO: UMG 06/2024</u>
<u>SALARY</u>	:	R656 964 - R748 683.per annum other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)
<u>CENTRE</u>	:	Umgeni Specialized Psychiatric Hospital: Howick

<u>REQUIREMENTS</u>	:	senior certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing and Psychiatry Nursing. Diploma in advanced Psychiatric Nursing. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least seven years of the period referred to the above must be appropriate/recognizable experience after obtaining one (1) year post basic qualification in advanced Psychiatric Nursing. Valid driver's license. Computer literacy Recommendations Degree/diploma in Nursing Management will be an advantage Knowledge and Skills Good communication, leadership, interpersonal skills. Conflict management and knowledge of labour relations and disciplinary process/procedures. Human Resources and financial management skills. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, Infection Control, risk assessment and Mental Health Care Act, team building and supervisory skills. Appropriate understanding of nursing scope of practice and South African Nursing Council nursing standards.
<u>DUTIES</u>	:	Key Performance Areas Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel by analyzing their needs, formulating and implementing the training and development strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDs. Participate in health promotion and illness prevention initiatives within the institution.
<u>ENQUIRIES</u>	:	Mrs. ST Chule Tel No: 033-3306146 EXT 113
<u>APPLICATIONS</u>	:	applications quoting the relevant reference UMG 06/2024 Should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag x 23, Howick, 3290
<u>FOR ATTENTION</u>	:	Mrs ST Chule
<u>NOTE</u>	:	Applications must be submitted on the prescribed amended Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. Applications can be emailed to Siphesihle.moshoeshoe@kznhealth.gov.za All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply. Due to financial constraints in the Department no S &T will be paid to candidates invited for interviews.
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/88</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY) REF NO: UMG 08/2024 (3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376.per annum Grade 2: R553 545 – R686 211.per annum other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)
<u>CENTRE</u>	:	Umgeni Specialized Psychiatric Hospital: Howick
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing and Psychiatry Nursing. Diploma in advanced Psychiatric Nursing/Child Nursing Psychiatry. Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional nurse. Qualification in psychiatric nursing (R880) for those that hold a bridging to professional nurse qualification(R683). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and one year post Basic qualification in Psychiatry/Child Nursing Psychiatry. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period above must be appropriate/recognizable experience after obtaining a one year post basic qualification in Psychiatry/Child Nursing Psychiatry. At least five years of the period referred to the above must be appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Knowledge and Skills Knowledge of nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Mental Health Acts and Regulations. Sound

management, negotiation, interpersonal relations, disciplinary procedures and basic financial management skills. Good verbal and written communication, problem solving and project management skills. Ability to function well within the team. Sound knowledge of adult and child psychiatric patient treatment. Appropriate understanding of nursing scope of practice and nursing standards. Report writing skills, Ability to function as part of a team, Decision making skills, Computer skills

DUTIES : Key Performance Areas Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Implement a comprehensive nursing care plan/program for the promotion of health, treatment and rehabilitation of patients. Conduct risk assessments on all mental health care users admitted and on an ongoing basis. Conduct psych-social rehabilitation assessments of mental health care users, using specific tools and present findings to the multi-disciplinary team. Analyze PSR tool assessment findings, identify mental health care delivery. Direct, supervise and evaluate health promotion and illness prevention initiatives. Direct, supervise the implementation of the specialized nursing programmes. Train/mentor subordinates on behavior modification, simulation programmes and handling mental health care users with behavioural problems. Support health and safety initiatives in the wards. Ensure continuity of care by providing a comprehensive handover to nursing team. Utilize human, financial and material resources efficiently and effectively. Contribute to the education and professional development of professional nurse general, enrolled nurses and enrolled nursing assistants. Implement the patient safety incident reporting procedure in the wards. Effective complaints management

ENQUIRIES : Mrs. ST Chule Tel No: 033-3306146 EXT 113
APPLICATIONS : Applications quoting the relevant reference UMG 06/2024 Should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag x 23, Howick, 3290

FOR ATTENTION : Mrs ST Chule
NOTE : Applications must be submitted on the prescribed amended Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. Applications can be emailed to Siphesihle.moshoeshoe@kznhealth.gov.za All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply. Due to financial constraints in the Department no S &T will be paid to candidates invited for interviews.

CLOSING DATE : 06 December 2024

POST 43/89 : **CLINICAL LECTURER PND1/PND2) REF NO: PMMC02/2024 (2 POSTS)**

SALARY : Grade 1: R451 533.per annum
 Grade 2: R553 545.per annum 8% In-hospitable area allowance, 13th Cheque, Medical Aid (optional), and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Prince Mshiyeni Memorial Campus
REQUIREMENTS : A Diploma /Degree in Nursing and Midwifery or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification in Nursing Education registered with the South African Nursing Council (SANC). **Grade 1:** A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council (SANC). **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with South African Nursing Council (SANC) after obtaining the one (1) year post qualification. Shortlisted candidates will be required to submit proof of current registration with the South African Nursing Council (SANC). Unendorsed valid Code EB driver's licence. Recommendations Masters' Degree in Nursing. Basic Computer Literacy. Post Basic qualification (R212). A minimum of 2 years clinical experience. Knowledge, Skills and Experience Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Have in-depth knowledge of procedure and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Proficiency in teaching and assessment in Nursing. Education including evaluation approaches. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Possess good communication (written & verbal) and interpersonal skills. Competence in conflict management and problem solving skills. Willingness to travel.

DUTIES : Provide effective and efficient clinical training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the campus and clinical area. Implement assessment strategies to determine student

nurses competencies. Exercise control over student nurses. Implement the quality management system for the Nursing Education Institution. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) and Recognition of Prior Learning (RPL) activities at the Campus. Participate in curriculum development and review. Support the mission and promote the image of the college. Exercise control over students.

**ENQUIRIES
APPLICATIONS**

: Mrs R Bridgemohan Tel No: (031) 907 8314
: Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applicants are encouraged to apply for posts through the online e-Recruitment System at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: Nompumelelo.mkhwanazi@kznhealth.gov.za. Applications should be directed to: The Registrar: Prince Mshiyeni Memorial Campus, Private Bag X10, Mobeni, 4060.

**FOR ATTENTION
NOTE**

: Miss.NP Mkhwanazi
: Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website-www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South Africans Authority (SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.

CLOSING DATE

: 06 December 2024

POST 43/90

: **PROFESSIONAL NURSE WITH MIDWIFERY REF NO: NDH 11/2024 (5 POSTS)**

SALARY

: Grade 1: R307 473 – R362 187.per annum
Grade 2: R375 480 – R442 296.per annum
Grade 3: R451 533 – R578 826.per annum. Other benefits: 13th cheque, housing allowance (employees must meet the prescribed requirements medical aid optional)

**CENTRE
REQUIREMENTS**

: Northdale Hospital
: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma or Degree in General Nursing and Midwifery. Current registration with SANC as a general nurse and midwifery. Grade 1: No Experience, Grade 2: A Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Grade 3: A Minimum of twenty (20) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Knowledge of Public Service Policies, Acts and regulations. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem-solving skills, Computer Literacy. Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and Patients' Rights Charter. An updated knowledge of the priority programmes and the management thereof. Patient Safety Incidents. Data compilation, verification and capturing for PMTCT and all priority programs. Contribute to the improvement of MCHW indicators

DUTIES

: Key Performance Areas: Assist with the implementation of the UN Millenium Development Goals e.g. reducing child mortality and the Saving Mothers Initiative. Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues, including report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably with persons of diverse Intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure quality nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Co-ordinate the integration of MCWH. Improve maternal and child health by initiating all the relevant programmes. Enhance the Saving Mothers programme. Assist with the reduction of maternal and neonatal mortality and morbidity rates. Knowledge of ESMOE that is the essential steps in the management of obstetrical emergencies. Oversee the maternity department in the absence of the Operational Manager or when the need arises.

Knowledge of Patient Safety Incidents and management thereof. Demonstrate a basic understanding of HR and financial policies and Practices. Execute quality care in a specialized unit in accordance with the scope of practice and nursing standards. Must be able to handle surgical and obstetrical emergencies. Data compilation, verification and capturing for PMTCT and all priority programs. Contribute to the improvement of MCHW indicators. Manage peri-operative care delivery. Partake in the resuscitation and stabilizing of critically injured and ill patients. Participation in implementation of National Core Standards. Participate in clinical audits and data management meetings. Ensure accurate record keeping. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Ensure self and staff development through in service training.

**ENQUIRES
APPLICATIONS**

: MR ZC Biyela Contact: 033 387 9010
:
: Applications to be posted to: The Human Resource Department, Northdale Hospital Private Bag X 9006, Pietermaritzburg, 3201, For the attention of Mrs NR Madlala. Applications may also be hand delivered to 1389 Chota Motala Road, Pietermaritzburg, 3201, Northdale Hospital, Human Resource Practices. Applicants may also apply online via the S'thesha Waya Waya – KZN Online recruitment portal at (<https://www.eservices.gov.za>).

CLOSING DATE

: 13 December 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

The Limpopo Office of the Premier is an equal opportunity and an affirmative action employer. Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : The Director General, Office of the Premier, Private Bag x 9483, POLOKWANE, 0700 or hand delivered at Mowaneng Building, 40 Hans van Rensburg Street, POLOKWANE. Applications may also be submitted through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za
- CLOSING DATE** : 20 December 2024 at 16h30
- NOTE** : The new Z83 application form must be fully completed and duly signed, dated and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The application must include only completed and signed new Form Z83 and a detailed Curriculum Vitae, copies of qualifications and ID. Certified copies will only be submitted by shortlisted candidates on or before the day of the interview date. The applicant may submit additional information separately where the space provided on Z83 form is not sufficient. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. NB: You are kindly requested to complete Part A, B and C of the Z83 in full. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Due to the large number of applications we envisage to receive, correspondence will be limited to shortlisted candidates only. Please accept that your application has been unsuccessful if you do not hear from this Office within 90 days after the closing date. 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 (1) (2) of the Promotion of Administrative Justice Act 3 of 2000. The successful candidates must be willing to sign an oath of secrecy with the Office. By virtue of applying you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive, If you have not heard from the Office within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

**INTERNSHIP PROGRAMME (24 MONTHS)
FORM 1 APRIL 2025 TO 31 MARCH 2027**

OTHER POSTS

- POST 43/91** : **GEOGRAPHICAL INFORMATION SYSTEM INTERN REF NO: OTP 14/24/01 (1 POST)**
Directorate: Geographical Information System
- STIPEND** : R7 450.75 per month
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma or Degree (NQF6/7) Geoinformatics/ Geomatics/ GIS/ Geography/ Cartography/ Environmental Science specialising in GIS. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
- ENQUIRIES** : Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
- POST 43/92** : **SECURITY MANAGEMENT INTERN REF NO: OTP 14/24/02 (1 POST)**
Directorate: Security Management
- STIPEND** : R7 450.75 per month
CENTRE : Head Office (Polokwane)
REQUIREMENTS : National Diploma or Degree (NQF6/7) in Security Management. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
- ENQUIRIES** : Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
- POST 43/93** : **BUDGET PLANNING INTERN REF NO: OTP 14/24/03 (1 POST)**
Directorate: Financial Management
- STIPEND** : R7 450.75 per month
CENTRE : Polokwane (Head Office)

<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in Public Finance Management/Financial Accounting/ Financial Management/Cost and Management Accounting. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/94</u>	:	<u>COMMUNICATION INTERN REF NO: OTP 14/24/04 (1 POST)</u> Chief Directorate: Provincial Communication Services
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in Graphic Design, Fine Arts or related. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/95</u>	:	<u>DEVELOPMENT PLANNING INTERN REF NO: OTP 14/24/05 (1 POST)</u> Directorate: Development Planning and Anti-Poverty Strategy
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in Planning/ Development Studies. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/96</u>	:	<u>SPATIAL PLANNING INTERN REF NO: OTP 14/24/06 (1 POST)</u> Directorate: Spatial Planning
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in Town & Regional Planning/ Urban Regional Planning. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/97</u>	:	<u>INTERNAL CONTROLS AND COMPLIANCE INTERN REF NO: OTP 14/24/07 (1 POST)</u> Directorate: Internal Control and Compliance
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in Internal Auditing. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/98</u>	:	<u>INFORMATION TECHNOLOGY INTERN REF NO: OTP 14/24/08 (1 POST)</u> Directorate: Department Government Information Technology Office
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in Information Technology or related. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/99</u>	:	<u>HUMAN RESOURCES DEVELOPMENT & PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEMS INTERN REF NO: OTP 14/24/09 (1 POST)</u> Directorate: Human Resources Development & Performance Management Development Systems & Employee Health and Wellness
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/NQF7) in HRM/ HRD/ Public Administration/ Public Management/ Public Affairs. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/100</u>	:	<u>LEGAL SERVICES INTERN REF NO: OTP 14/24/10 (1 POST)</u> Directorate: Legal Services
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)

<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in LLB/ B. Proc or related. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/101</u>	:	<u>INTER-GOVERNMENTAL RELATIONS INTERN REF NO: OTP 14/24/11 (1 POST)</u> Directorate: Inter-Governmental Relations and ODA
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in Public Administration/Public Management/Public Affairs or Political Science or related. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134
<u>POST 43/102</u>	:	<u>SPECIAL PROGRAMMES INTERN REF NO: OTP 14/24/12 (2 POSTS)</u> Directorate: Special Programmes
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in Public Administration/Public Management/Public Affairs or Social Science or related. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/103</u>	:	<u>ORGANISATIONAL DEVELOPMENT REF NO: OTP 14/24/13 (1 POST)</u> Directorate: Organisational Development Coordination
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/7) in Management Services/Production Management/Organisational Development/ Operation Management. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/104</u>	:	<u>SUPPLY CHAIN MANAGEMENT & LOGISTICS INTERN REF NO: OTP 14/24/14 (1 POST)</u> Directorate: Supply Chain Management
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/NQF7) in Supply Chain Management/ Logistics. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/105</u>	:	<u>LABOUR RELATIONS INTERN REF NO: OTP 14/24/15 (1 POST)</u> Directorate: Labour Relations
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/NQF7) in Labour Relations/ Labour Law. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/106</u>	:	<u>RECORDS MANAGEMENT INTERN REF NO: OTP 14/24/16 (1 POSTS)</u> Sub-Directorate: Records and Knowledge Management
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF6/NQF7) in Information Management/Archival Studies/Library Science/Knowledge Management. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
<u>ENQUIRIES</u>	:	Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.
<u>POST 43/107</u>	:	<u>STRATEGIC MANAGEMENT INTERN REF NO: OTP 14/24/17 (1 POST)</u> Directorate: Strategic Management
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Polokwane (Head Office)

- REQUIREMENTS** : National Diploma or Degree (NQF6/NQF7) in Public Administration/Public Management/Public Affairs. Applicant must be between 18-35 years. Must be unemployed and never participated in an internship programme previously.
- ENQUIRIES** : Ms Phahladira ML and Mr Ramokolo H Tel 015 287 6371/6134.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

- APPLICATIONS** : Fully complete and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
- CLOSING DATE** : 06 December 2024 at 16h00
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialed and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including two (2) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPISA Circular 19 of 2022 paragraph 2.1.5 states that Part E, F and G :Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as 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. The question related to conditions that prevent appointment under Part F must be answered. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and annually disclose his/her financial interest. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

OTHER POSTS

- POST 43/108** : **DEPUTY DIRECTOR: RESEARCH AND DEVELOPMENT REF: DEDT 2024/25/21**
- SALARY** : R849 702 per annum (Level 11) all-inclusive salary package
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA qualification NQF level 7 in Economics. Post graduate qualifications in Economics will be an advantage, with at least 8 years of experience in conducting and disseminating economic research and findings. Relevant work experience at junior management level of a minimum of 3 years (Assistant Director/Economist) in an Economic Research Unit. Demonstrate knowledge and work experience in the application of quantitative and qualitative research methodologies. Advanced computer skills (MS Word, Excel and Power Point), as well as good written/research report writing and verbal/presentation communication skills. Good planning, organizing and leadership skills, as well as analytical thinking, problem solving and decision making skills. A valid driver's license. Good knowledge of relevant Government legislation such as: Public Service Act, Public Service Regulations, PFMA, MFMA and Treasury Regulations, Government Budget Processes, Constitution of the RSA and Batho Pele principles. competencies the preferable candidate must display the following competencies: Research methodology, Research management Strategic Capability, 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 and Communication, Honesty and Integrity.
- DUTIES** : Conduct and compile research reports on the state of identified/key economic sectors and industries in Mpumalanga. Develop an updated economic research agenda report for the Department. Manage, conduct, compile and disseminate e-based research reports that are relevant to provide support and advice to economic planning and decision-making processes. Provide technical assistance to other departmental directorates and MPG departments, public entities, municipalities and other forums, building partnerships and participate in research

coordination. Manage resources within the unit and perform any other relevant function as per the delegation.

ENQUIRIES : Ms LP Mabaso Tel No: 013 766 4424
APPLICATIONS : Email application to: recruitmentdedt3@mpg.gov.za

POST 43/109 : **SECURITY ADMINISTRATION OFFICER REF: DEDT 2024/25/22**

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level six (06) tertiary qualification in Security Management or Grade 12 certificate with a minimum of ten (10) years' work experience in the security environment. Registration with PSIRA Grade B; SAPS 91(a) name clearance certificate. SSA Security clearance certificate (to the level of secret) will be an added advantage. A valid motor vehicle driver's license. Thorough knowledge of legal mandatory legislation like the Control of Access to Public Premises and Vehicle Act 53 of 1985; MISS 1998, MPSS, Criminal Procedure Act and OHS; Report writing skills, Interpersonal relations and Communication skills. The preferred candidate must be prepared to travel extensively.

DUTIE : Ensure compliance with both the Minimum Information Security Standards (MISS) and the Minimum Physical Security Standards (MPSS) and departmental security policy. Ensure access control and the safety of employees, visitors. Coordinate and facilitate personnel security (vetting) and the prompt administration of personnel suitability checks (background and criminal record checks). Provide safety, security and protocol services during the Department's /Entities outreach programmes and events.

ENQUIRIES : Mr SJ Xaba Tel No: 013 766 4164
APPLICATIONS : Email application to: recruitmentdedt2@mpg.gov.za

POSTS 43/110 : **RECEPTIONIST REF: DEDT2024/25/23**

SALARY : R183 279.per annum (Level 4)
CENTRE : Head Office: Mbombela
REQUIREMENTS : Grade 12 certificate, an appropriate SAQA recognized NQF level 4 qualification in Office Management. Must be prepared to work autonomously and under pressure. Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential. The applicant must have the following skills problem solving, communication, computer literacy, be customer oriented.

DUTIES : Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render receptionist services, proper maintenance of equipment, and coordinate the bookings and telephonic calls. Ensure no visitor proceeds to office without verifying with the relevant office.

ENQUIRIES : Ms NC Ndlala Tel No: (013) 766 4370
APPLICATIONS : Email application to: recruitmentdedt5@mpg.gov.za

**MPUMALANGA PROVINCIAL ADMINISTRATION
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 : 06 December 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 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) N.B. Applicants are advised to apply as early as possible to avoid disappointments

OTHER POST

- POST 43/111** : **MEDICAL OFFICER GRADE 1-3 REF NO: MPDOH/NOV/24/566 (X2 POSTS)**
- SALARY** : 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
- CENTRE** : Shongwe Hospital (Ehlanzeni District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. 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.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No (013) 766 3384 / Ms. Gugu Nkosi Tel No (013) 766 3103 / Ms. Nomsa Maphanga Tel No (013) 766 3207 / Ms. Sebenzile Mthisi Tel No (013) 766 3339, Mr. Mxolisi Maseko Tel No (013) 766 3351, Mr. Samson Nyoni Tel No (013) 766 3087 and IT related queries: Help desk Tel No: Tel No (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 43/112** : **OPERATIONAL MANAGER NURSING (PN-B3): CASUALTY REF NO: MPDOH/NOV/24/567**
- SALARY** : R656 964 – R748 683 per annum
- CENTRE** : Mmamethlake Hospital (Nkangala District)
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Casualty Nursing Science. 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 Casualty Nursing Science after obtaining the 1 year post basic Casualty 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 : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Casualty 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: Tel No: (013) 766 3018.

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

POST 43/113 : **ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/NOV/24/568**

SALARY : R656 964 - R771 309 per.annum
CENTRE : Amajuba Memorial 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 (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 Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

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

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

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

OFFICE OF THE PREMIER

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the two posts of Director-General: Office of the Premier of Mpumalanga and Head of Department: Culture, Sport and Recreation.

APPLICATIONS : Please forward your application, quoting the relevant reference number to: The (A) Deputy Director-Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela 1200. Physical

Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: smonareng@mpg.gov.za If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

CLOSING DATE

: 13 December 2024

NOTE

: The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. Applications should be submitted in a duly completed recent Z83 form issued by the Minister for the Public Service and Administration, accompanied by detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications. The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. Successful candidates will be required to disclose their financial interests.

MANAGEMENT ECHELON

POST 43/114

: **DIRECTOR-GENERAL: OFFICE OF THE PREMIER OF MPUMALANGA (REF: OTP/DG/2024/1)**

SALARY

: R2 259 984. per annum (all-inclusive package). (Level 16) In addition, 10% allowance is payable as Head of Department

CENTRE

: Mbombela

REQUIREMENTS

: An appropriate postgraduate qualification (NQF level 8) as recognized by SAQA. 10 years' experience at a Senior Management level. Essential skills will include: Strategic Capability and leadership Financial Management Change management. Knowledge Management and Empowerment. Programme and Project Management. Service Delivery Innovations. Client Orientation and Customer Focus. Problem Solving and Analysis. Communications The ideal candidate should have the following qualities: Strong strategic thinking capability Leadership and Interpersonal Skills Potential for success in public management Managerial ability in Government, NGO, CBO or private sector Demonstrate leadership and strategic vision to operate in a complex and changing environment Experience in the implementation of management programmes within the public sector institutions Experience in change management and managing diversity in a dynamic, transformational and reforming environment.

DUTIES

: Key Performance Areas: Be the Accounting officer of the Office of the Premier Ensure efficient and effective management of the administration of the Office of the Premier Implement and manage the provisions of the Public Finance Management Act (PFMA) and enforce relevant legislation with regard to the Office of the Premier Ensure compliance with the provision of the Public Service Regulations, collective agreements and other statutory obligations by the staff of the Office of the Premier Exercise delegated powers in line with the Public Service Regulations Manage the financial, human and physical resources of the Office of the Premier efficiently and in accordance with the government policies Render support service to the Premier and Executive Council Drive macro policy and planning services for the province and ensure corporate compliance and communication Monitor the implementation of policy guidelines in relation to target groups and conduct internal audits and special investigations Contribute to the realisation of the Growth and Development Strategy of the Province as well as Mpumalanga Vision 2030.

ENQUIRIES

: Should be directed to the (A) Deputy Director: Internal HRM & D: Ms. SS Monareng: Tel. (013) 766 2004

NOTE

: These are contract posts, and the successful candidates will be required to enter into a five-years employment contract and a performance agreement with their respective Executive Authority member. Short-listed candidates will be subjected to a competency assessment and security clearance.

POST 43/115

: **HEAD OF DEPARTMENT (HOD): CULTURE, SPORT AND RECREATION REF: (HOD/CSR/2024)**

SALARY

: R1 741 770.per annum (all-inclusive package). (Level 15) in addition, a 10% Allowance is payable as Head of Department

CENTRE

: Mbombela

REQUIREMENTS

: An appropriate a postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a Senior Management level. Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of

government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, Sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision process.

DUTIES

: Key Performance Areas: As an Accounting Officer for the Department of Culture, Sport and Recreation the incumbent will be responsible for the following: Ensuring the efficient and effective management of Culture, Sport and Recreation matters Ensuring the promotion and preservation of diverse cultural heritage Overseeing the facilitation of Sport Development and mass participation Overseeing the management of Public libraries and ensure the promotion of arts and crafts Implementing and managing the provisions of the Public Finance Management Act (PFMA) and enforce relevant legislation with regard to the Department of Culture, Sport and Recreation Ensuring compliance with the provisions of the Public Service Regulations, collective agreements and other statutory obligations by the staff of the Department Exercising delegated powers in line with the Public Service Regulations Managing the financial, human and physical resources of the Department efficiently and in accordance with government policies.

ENQUIRIES

: Should be directed to the (A) Deputy Director: Internal HRM & D: Ms. SS Monareng: Tel. (013) 766 2004

NOTE

: These are contract posts and the successful candidates will be required to enter into a five-years employment contract and a performance agreement with their respective Executive Authority member. Short-listed candidates will be subjected to a competency assessment and security clearance.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows: The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Post Office Building, Kimberley or Email applications to: dedathra@ncpg.gov.za
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 09 December 2024
- NOTE** : For SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency-based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. NOTE: Interested applicants must submit their applications for employment to the address specified above. The application must include a duly 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. Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed and dated). Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 will be considered, (Section A, B, C, D and F compulsory). Section E and G, it is acceptable if applicants indicate "refer to CV", only if a recently updated comprehensive CV (with detailed qualifications and previous experience is attached. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The Department is an equal opportunity affirmative action employer.

The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON

- POST 43/116** : **DIRECTOR: TRADE AND INVESTMENT PROMOTION HOME**
- SALARY** : R1 216 824 - R1 433 355.per annum (Level 13)(All-inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a Degree (NQF 7) BCOM Economics, Business Administration/ Public Administration or related fields. Master's degree in Economics will be an added advantage. Minimum 5 years relevant middle/senior management experience. Nyukela certificate. Valid driver's license. skills & knowledge: Relevant Legislation/Acts, Prescriptive policies & Regulations. Financial Management. Project Management. Technical skills. Leading. Planning and Organising skills. Communication skills (verbal & written). Interpersonal skills. Problem-solving
- DUTIES** : Manage the development of trade and investment strategies and policies including the implementation thereof. Maximize benefits from international trade agreements and twinning agreements. Build and maintain networks and partnerships with key stakeholders provincially and nationally. Participate in trade and investment IGR. Represent provincial government interest on an ex officio basis on the relevant industry and governmental structures. Drive and coordinate regular high-level engagements with key stakeholders across industry and government. Develop, support and implement the promotion of the trade and investment sectors in terms of trade and exports. Provide information on trade leads and export opportunities. Coordination with NCEDA, national, provincial and local government departments w.r.t alignment and promotion in the sectors in terms of trade and exports. Oversee, co-develop and support programmes to improve and promote trade and investment. Create an enabling environment for increasing foreign direct investment flows. Increase foreign direct investments into the province. Market the province as an attractive investment destination. General Management of the Sub-Directorates within the Directorate. Strategic Planning and Leadership: Participate in the strategic planning process and active involvement in the development and management of the business plans for the directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the directorate's business plan. Motivate, train and guide staff within the directorate. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Actively manage and promote the maintenance of discipline within the directorate. Financial Management: Active participation in the budgeting process. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume overall responsibility for the management, maintenance and safekeeping of the directorate's assets. Ensure that full and proper records of the financial affairs of the directorate are kept in accordance with any prescribed norms and standards.
- ENQUIRIES** : Mr. R Warie Tel No: (053) 839 4070
- POST 43/117** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: NCDEDAT/2024/07**
- SALARY** : R1 216 824 - R1 433 355.per annum (Level 13)(All-inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a Degree (NQF 7) in Human Resource Management / Public Administration. Nyukela certificate. Minimum 5 years at a middle/senior management within a Human Resource Management / Corporate services environment. Valid driver's license Skills & Knowledge: Relevant Legislation/Acts, Prescriptive policies & Regulations, Financial Management, Project Management, Human Resource Management, Technical skills, Leading, Planning and Organising skills, Communication skills (verbal & written), Interpersonal skills, Problem-solving.
- DUTIES** : Human Resource Management and Administration: Management, provisioning and utilisation of personnel (recruitment and selection) for the department. Monitor and administer the Conditions of Service. Motivate, train and guide staff within the directorate. Actively manage the performance, evaluation and rewarding of staff within the directorate. Monitor information capacity building within the directorate. Monitor the compilation of a human resource plan and a service delivery improvement plan for the organisation. Promote sound labour relations within the directorate. Actively manage and promote the maintenance of discipline within the directorate. Strategic Management and Leadership: Define and review on a continual basis the purpose, objectives, priorities and activities of the directorate. Participate in the strategic planning process. Active involvement in the development and management of the APP and Operational plans for the directorate. Evaluate the performance of the directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the directorate. Monitor and ensure

compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the directorate, and of the resources employed by it. Financial Management: Active participation in the budgeting process for the directorate. Assume direct responsibility for the efficient, economic and effective control and management of the directorates budget expenditure. Report to the Chief Director all aspects of the directorate's finances. Assume overall responsibility for the management, maintenance and safekeeping of the directorate's assets. Ensure that full and proper records of the financial affairs of the directorate are kept in accordance with any prescribed norms and standards. EPMDS and Organisational Efficiency Management: Monitor implementation of EPMDS. Monitor development and implementation of the Organisational Design and PERSAL Establishment. Monitor Job Evaluation implementation. Monitor implementation of OMF (including SDIP, Service Standards and Service Charters) and BPM Processes. Monitor Departmental Batho Pele Initiatives. EHW Strategic Framework Management: Monitor implementation of EWP. Monitor implementation of Health and Productivity Programme. Monitor the implementation of HIV/AIDS and TB Management programme. Monitor the implementation of the Safety, Health, Environment. Management of Legal and Labour Relations: To provide efficient Labour Relations and legal advisory functions to the department to ensure legislative compliance. Management of the Human Resource Development strategy: Monitoring administration of bursaries. Monitoring the implementation of the Workplace Skills Plan (WSP.) Monitoring implementation of Learnership and Internship programmes. Monitor the implementation of the Employee Equity Plan (EEP).

ENQUIRIES : Mr. TG Ngamole Tel No: (053) 839 4028

OTHER POSTS

POST 43/118 : **DEPUTY DIRECTOR DEPARTMENTAL INFORMATION TECHNOLOGY (DGITO) REF NO: NCDEDAT/2024/08**

SALARY CENTRE REQUIREMENTS : R1 003 890 - R1182534.per annum (Level 12) (non-OSD) All-inclusive TCE package)
 : Kimberley Office
 : Bachelor's Degree or National Diploma (NQF:6/7) in Information Technology. Three to five (3-5) years Assistant Director Level experience in a relevant IT Support Field. A valid driver's license. Skills & Knowledge: Knowledge of IT Technical Support, IT Networks and the DPSA CGICT Framework, training, administration, career, management, strategic planning, report procedures and research. Technical Expertise, Project Management, Functional Ability, Quick Thinking, Diagnostic Action Research, Strategic and Conceptual, Orientation, Innovation Thinking, Problem Solving, Communication, Team Player, Coaching and Developing People, Self-driven, Interpersonal Understanding, Departmental Organizational Knowledge, Networking and Influencing skills.

DUTIES : Align the departments information management system and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of its strategic plan: Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans to give effect to the strategic direction and management plans of the department to Manage IT Governance. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department: Facilitate the implementation of an adherence to the policies and strategies as contained in the different plans, policies etc. Manage and develop departmental ICT strategies and policies. Represent the relevant department at the GITO Council: Attend GITO Council meetings. Report on issues from the GITO Council meetings. Promote effective management of information and information technology as enabler as strategic resources: Apply an enterprise wide approach to the use of information management, (Information technology systems and infrastructure included) in support the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. Development information and technology system infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalize unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Promote the Utilization of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of government service delivery. Manage effectiveness maintenance of hardware, software and licensing. Create and enabling environment for other managers to perform their functions more effectively and efficiently: Close communication as part of the top management team of the department with the top echelon of the department to promote the utilization of information. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information

management technology approach. This requires the visible, strong and continuous support of senior managers. Take a leadership role in knowledge management. Manage IT backup process. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and / or other suppliers of information management and information technology goods and services: Manage the standardization of equipment software according to policy. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework: Manage IT Risk Register. Manager network integrity (WAN System in relation to SLAs / MOUs). Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets. Provide 3rd line IT support to the department. Responsible for AG Audit Outcomes, Manage IT infrastructure and IT security.

ENQUIRIES : Ms T. Modibela Tel No: (053) 839 4071

POST 43/119 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: NCDEDAT/2024/09**

SALARY : R1 003 890 - R1 182 534 per annum (Level 12) (non-OSD) (All-inclusive TCE package)

CENTRE : Kimberley (Head Office)

REQUIREMENTS : Applicants must be in possession of a LLB Degree. Admitted as Advocate or Attorney. 3-5 Years Assistant Director or equivalent experience in civil litigation/ consumer law / compliance regulatory environment. A Valid Driver's License Skills & Knowledge: Extensive Knowledge of Consumer Protection Act, National Credit Act and all relevant regulations. Knowledge of National and Provincial Public Service Regulations and Directives. Knowledge of how the consumer related industries operate. Good communicative and writing skills, Strategic thinking, Problem solving skills, technical skills, Planning and organising skills, Communication skills (verbal & written), Conflict resolution and Analytical skills good understanding of legislative mandate. Knowledge of relevant consumer legislation. Computer literacy. Reliable, responsible and good time management skills, Managerial skills, Drafting experience and Civil Litigation experience.

DUTIES : Manager inspectors and investigating officers. Ensure that consistent predictable and effective internal regulatory structures are in place to achieve optimal inspections and instigations. Provide guidance to Inspectors/Investigating Officers with regard to legislative implications on consumer complaints. Monitor and evaluate levels of service delivery and implement constant improvement strategies. Manage the investigation and mediation process by investigating officers. Legal advisory services and policy development. Provide and interpret legal information and disseminate appropriate legal requirements to staff to staff. Develop and implement relevant policies in accordance with the Consumer Protection Act. Maintain legal library and advise management of latest applicable findings. Conduct research for policy, legislative and regulatory improvements. Litigation Management. Gather information and compile case dockets. Maintain and ensure case docket management. Draft Consumer Court documents. Prosecute matters in the Consumer Court. Compile and report. Compile monthly and quarterly reports for the department with reference to complaint statistics. Compile quarterly reports for National Consumer Forums. Compile any other reports where complaint statistic and trend analysis are reflected.

ENQUIRIES : Adv DP Olivier Tel No: (053) 839 4084

POST 43/120 : **DEPUTY DIRECTOR: ECONOMIC EMPOWERMENT AND ENTERPRISE DEVELOPMENT REF NO: NCDEDAT/2024/10**

SALARY : R849 702 - R1000 908 per annum (Level 11) (All-inclusive TCE package)

CENTRE : Kimberley Office

REQUIREMENTS : Applicants must be in possession of a three-year Tertiary qualification (NQF/7) Degree in Commerce/ Business Studies/ Economics or related. Master's Degree in Economics will be an added advantage. 3-5 years relevant Assistant Director experience working with disadvantaged groups/ development environment. Valid driver's license. Knowledge & Skills: Knowledge of national provincial policy frameworks, local government systems, business and industries driving the Northern Cape economy. Understanding of the Policy frameworks relevant to industrial sector. Understanding of government priorities and mandates. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Service Regulations, Service Delivery frameworks (Batho Pele) and relevant statutory provisions. Planning and organising, Communication (verbal & written), Interpersonal, problem solving, project management, research and analytical, conflict resolution and management skills.

DUTIES : Manage and support the establishment of enterprises across all sectors, including target groups. Provision of non-financial and financial support to enterprises. Development of strategies that identify economic opportunities suitable for the target groups in sectors identified for the provincial department of Economic Development and Tourism. Support the development of incubation centers in the province. Develop and implement capacity and skills development programmes and mentorship programmes through shared partnerships. Facilitate in conjunction with stakeholders the improvement of enterprises through product development and Competitiveness enhancement to assist in expansion and market access. Develop strategies

targeting vulnerable group that enable them to access resources for participation in identified sub-sectors. Compile and update a SMME database for the Northern Cape Province.
Ms. A.Ntidisang (053) 839 4097

ENQUIRIES

POST 43/121

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (SCM) REF NO: NCDEDAT/2024/11

SALARY

R849 702 - R1 000 908.per annum (Level 11)(All-inclusive TCE package)

CENTRE

Kimberley (Head Office)

REQUIREMENTS

Applicants must be in possession of a relevant tertiary qualification degree (NQF7) in SCM / Purchasing / Logistics / Financial or Business Management /Public Administration. 3-5 years' experience at Assistant Director Level within a SCM, finance or relevant environment. A valid driver's license. Skills & Knowledge: Extensive knowledge and experience in SCM; In depth knowledge of Financial Management, Supply Chain Management procedures and prescripts is vital; Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM practice notes, regulations, directives, circulars, policy frameworks is essential; LOGIS and BAS knowledge and experience, as well as Accounting Provisioning Administration background required. Skills and Competencies: Good interpersonal and communication skills as well as advanced computer skills; The ability to manage staff and draft relevant policies and/or reports as required; Be able to work under pressure, independently and overtime when necessary; The successful candidate must be highly reliable; Self-motivated; Flexible; Creative; Client focused and quality orientated. Excellent reporting writing skills. People Management and Conflict Management skills.

DUTIES

Manage the functional operation of the Sub directorate: SCM. Development and implementation of the Supply Chain systems; Monitor the performance of bid committees which includes specification, evaluation and adjudication; Manage the Demand Management process including needs analysis, annual procurement plan, confirmation of available funds, identification of methods of procurement, market and industry analysis; Identifying preferential procurement policy objectives, specifications/terms of reference and life cycle costing; Identify preference points system and specific goals per commodity in terms of preferential procurement regulations; Development and management of utilisation of a central supplier database; Analysis of procurement request for quotations; Management of logistics operations including placing orders, inventory management, stocktaking; Develop the reports on supply chain information for approval and submission to internal and external stakeholders; Manage the implementation of SCM performance system; Manage the quarterly SCM risk assessment and development of risk mitigation strategies; Manage the Department' contracts and suppliers' performance; Manage travel and accommodation arrangement for the Department. Utilise BAS to capture accounting transactions, control the general ledger, and prepare financial reports including inputs to financial statements. Utilise LOGIS for provisioning, procurement, stock control and reporting. Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline.

ENQUIRIES

Ms. M Gooiman Tel No: (053) 839 4030

POST 43/122

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: NCDEDAT/2024/12

SALARY

R849 702 - R1 000 908.per annum (Level 11)(All-inclusive TCE package)

CENTRE

Kimberley (Head Office)

REQUIREMENTS

Applicants must be in possession of a relevant Degree in Financial Accounting/Management at (NQF7) or any other relevant qualification. 3 - 5 years' experience at Assistant Director Level within Financial Accounting/Management or relevant environment. A valid driver's licence. Skills & Knowledge: In-depth knowledge of Treasury Regulations, Public Service Regulations, Public Financial Management Act, Division of Revenue Act, Modified Cash Standards, Accounting Manuals, Treasury Instruction Notes, Government financial systems operations, Report Writing, People Management, Research and Analytical, Conflict Management, Financial Management, Policy Development and Interpretation. People Management and Conflict Management skills.

DUTIES

Provide technical assistance with the development and maintenance of the departmental financial management system in line with legislative, treasury and generally accepted accounting standards. With Expenditure management, ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. With Revenue management, ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Compilation of accurate Interim and Annual Financial Statements. Provide functional technical advice and guidance. Be the departmental custodian of all payment batches. Manage and direct the processing of salary pay-over reconciliations and transactions. Manage and oversee the maintenance of the departmental financial management information system. Manage the administration of banking and reconciliation processes. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives. Monitor implementation of reconciliation of tax returns and salary payments. Ensure a functioning and effective petty cash system. Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline.

ENQUIRIES

Ms. M Gooiman Tel No: (053) 839 4030

<u>POST 43/123</u>	:	<u>DEPUTY DIRECTOR: ECONOMIC RESEARCH AND POLICY DEVELOPMENT REF NO: NCDEDAT/2024/13</u>
<u>SALARY</u>	:	R849 702 -R1000 908 per annum (Level 11)(All-inclusive TCE package)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Degree (NQF7) in Economics / Statistical Sciences or related. A post graduate relevant qualification will be an added advantage. 3- 5 years' experience at Assistant Director Level within a research environment. Extensive Socio-economic research background. A valid driver's licence. Skills & Knowledge: Proven ability to conduct/compile socio-economic analysis, Stakeholder network management, The ability to engage at the highest level of management in the province, Economic analysing skills, Economic Modelling skills Project management skills, Excellent communication skills, Advanced computer skills, Planning and organising skills, Problem-solving and conflict management skills, change management skills, Basic Budgeting management skills, Understanding of the Policy and Strategy frameworks relevant to economic sector development e.g. National Development Plan, Medium Term Development Plan, National Industrial Policy Framework (NIPF) and Provincial Growth & Development Plan; National R&D & Innovation Strategy, Industrial Policy masterplans
<u>DUTIES</u>	:	Managing economic research to enhance provincial economic development planning Facilitation of the development and management of the departmental research agenda outlining the research priorities of the Department and the Economic Cluster over the government Medium-term Expenditure Framework (MTEF) period Management of the compilation of economic intelligence reports based on the research and analysis of international, national, regional and provincial economic and social data Support of departmental initiatives/projects through research advisory services Support of the research and analysis process of the development and review of the PGDP AND MTDP targets Coordination and management of all major stakeholders in supporting and enhancing research capacity in the Province Establishment and maintenance of sustainable research relations with relevant stakeholders Render support to ensure effective and efficient management of the unit's resources. 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 for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Ms. K. Nkosi Tel No: (053) 830 4869
<u>POST 43/124</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEMS REF NO: NCDEDAT/2024/14</u>
<u>SALARY</u>	:	R444 036 – R532 602.per annum (Level 9)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an undergraduate qualification (NQF Level 6/7) In Information Technology. 2-3 years Cyber security and network security work experience. CompTIA Security+ will be an added advantage. A valid driver's license Skills & Knowledge: Experience in security systems, including firewalls, intrusion detection systems/Intrusion prevention systems, antivirus software, authentication systems, log management (SIEM), content filtering, and similar areas as required; knowledge of development of ICT security related policies, processes, procedures and standards; Knowledge and experience in project management.
<u>DUTIES</u>	:	Manage departmental networks (WAN and LAN), Implement and maintain departmental hardware and software resources. Supervise hardware and software Audit Process. Conducting network and IT/information security assessments such as password auditing, Supervise the ICT procurement process. Supervise ICT e-Infrastructure development Monitor and conduct tests on potential "hacks" and/ or suspicious movement on IT systems, Investigate and report on unauthorized access to IT system. Provide focused analysis against intrusion, anomalies, malware, viruses to identify critical information about source, intended target, affected systems or hosts, recommended mitigation measures and risk to mission. Assist with the implementation and maintenance of security standards, assist with the development of the security framework to ensure compliance. Data and storage management. Management of VoIP solution. Windows Server Update Service ,Kaspersky Antivirus Security Center. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets.
<u>ENQUIRIES</u>	:	Mr. W Rooiland Tel no: (053) 839 4000
<u>POST 43/125</u>	:	<u>INSPECTOR: CONSUMER PROTECTION REF NO: NCDEDAT/2024/15</u>
<u>SALARY</u>	:	R376 413 - R443 403.per annum (Level 8)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a LLB degree and or equivalent qualification. Experience in the private sector or public service between 1 – 3 years. Relevant experience in investigation

environment. A valid driver's license. Skills & Knowledge: Knowledge of applicable policy prescripts and practices. Knowledge of applicable legislation relating to Consumer matters, namely Consumer Protection Act ,2008 and Northern Cape Consumer Protection Act, 2012. Administration procedures relating to specific working environment including norms and standards. Knowledge of FICA, PFMA, and Public Service Act Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Problem solving skills. Computer skills. Numeracy skills. Literacy skills. Investigation Experience. In depth knowledge of investigations, trends and techniques, including forensic investigations. Good knowledge of the consumer industry. Knowledge of the functioning of the Provincial Government. Knowledge of applicable legislation relating to Consumer matters.

DUTIES : Compilation and submission of monthly reports on all activities: Collect and consolidate information in order for submission of monthly reports on cases received, cases resolved, cases pending, inspections conducted and savings for consumers Collect and consolidate information as part of the portfolio of evidence together with the monthly reports. Promoting adherence to the process of protection of Consumers: Conduct investigations of unlawful business practices and non -compliance with Northern Cape Consumer Protection Act, 2012 and Consumer Protection Act 2008. Collecting comprehensive and complete evidence at business premises during investigation of case dockets. Collection of information and compilation of case dockets. Handle complaints/ disputes resolution between consumers and service providers. Advocating for the eradication of unlawful business practices: Handling resolution of matters where relevant and necessary by way of negotiation, secure consent order in accordance with Northern Cape Consumer Protection Act 2012 and Consumer Protection Act 2008. Collaborate with National Consumer Commission, National Credit Regulator, SAPS, NRCS AND Ombudsman. Provide guidance in development of complaints investigation processes and procedures. Provide guidance to consumers on relevant consumer legislation and regulations that exist in the Northern Cape Province. Advocating for compliance in terms of the Northern Cape Consumer Protection Act: Conduct inspections at business premises in accordance with the relevant legislation. Issue compliance notices where relevant, in accordance with Consumer Protection Act, 2008 and Regulations related thereto. Conduct detailed evaluation of complaints to assess validity, jurisdiction and priority. Conduct follow-up inspections on non-compliant service providers' premises/ businesses: Conduct follow-up inspections on businesses where non-compliance notices were issued. Escalate repetitive non-compliance of businesses to Consumer Court for the issuing of administrative fines in accordance with the relevant acts. Promote a culture of responsible spending and compliance: Conduct education and awareness programmes throughout the province by educating consumers and service providers on their rights and responsibilities in terms of the Consumer Protection Act 2008.

ENQUIRIES : Adv DP Olivier Tel No: (053) 839 4084

POST 43/126 : **ACCOUNTING CLERK: ASSETS & LIABILITIES REF NO: NCDEDAT/2024/17**

SALARY : R216 417 - R254 928 per annum (Level 5)
CENTRE : Kimberley (Head Office)
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. A minimum of 0–1-year experience in a finance environment. Proficiency in MS Excel and MS Word. Technical competencies in Financial Accounting will be an added advantage. A valid driver's license will be an added advantage. Skills & Knowledge: Computer literacy. Interpersonal skills. Good communication skills (verbal and writing). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics. Ability to organize and plan within own environment. Must have integrity, be able to work under pressure and be honest and reliable.

DUTIES : Compliance with relevant financial acts, regulations, policies and procedures. Receivables and payables. Collate information required for the submission of the monthly compliance certificate to Provincial Treasury. Identification of expenditure and revenue misallocations and the correction of them. Assist with the compilation of financial statement notes. Implement internal controls procedure to ensure the safeguarding of financial information related to assets and liabilities accurately

ENQUIRIES : Ms. M Gooiman Tel No: (053) 839 4030

POST 43/127 : **ACCOUNTING CLERK: PAYMENTS REF NO: NCDEDAT/2024/18**

SALARY : R216 417 - R254 928 per annum (Level 5)
CENTRE : Kimberley (Head Office)
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. A minimum of 0–1-year experience in a finance environment. Proficiency in MS Excel and MS Word. Technical competencies in Financial Accounting will be an added advantage. A valid driver's license will be an added advantage. Skills & Knowledge: Computer literacy. Interpersonal skills. Good communication skills (verbal and writing). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics. Communication skills, Problem solving, Analytical thinking. Ability to organize and plan within own environment. Must have integrity, be able to work under pressure and be honest and reliable.

- DUTIES** : Receive invoices. Check invoices for correctness and completeness- Compile payment batches. Process invoices (e.g. capture payments) on LOGIS. Compile and capture all transfer payments. Filing of all financial documents (payments and journals) documents and safeguarding thereof. Capture all financial transactions. Process electronic banking transactions. Compile and capture journals. Assist with the compilation of financial statement notes.
- ENQUIRIES** : Ms. M Gooiman Tel No: (053) 839 4030

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered

CLOSING DATE : 06 December 2024

- NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

- POST 43/128** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): REF NO: NCDOH 180/2024 (X 2 POSTS)**

- SALARY** : R556 356 per annum (OSD)
- CENTRE** : Provincial Officer, Kimberley
- REQUIRMENTS** : Bachelor's (NQF 7) in LLB Degree and 8(eight) years 'appropriate proven post qualification in legal experience. An admission as an attorney or para-legal training/experience. Display knowledge and understanding of drafting legal documents. Understand and have advanced knowledge of legal research principles. Display an understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal Research, Legal Drafting, Dispute resolution and Case Flow Management. Experience in Medico Legal Law. Skills in problem solving, communication, honesty, integrity, research and computer literacy. Valid Driver's licence.

- DUTIES** : Manage service level agreements, contracts and vendor performance. Draft legal documents and advice on and or mentor juniors on the drafting of legal documents that provide clear motivation/justification for particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the departments goals and objectives and advice the department on possible courses of action during the consultation process, in relation to legal entitlements and departments instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower-level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the department's interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the department. Provide medico-legal services (litigation and legal advisory services).

- ENQUIRIES** : Ms A. Selao, Tel No:(053) 8302 103

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : quoting the relevant reference for the post of Deputy Director: Agricultural Extension and Advisory Services, should be hand delivered to the District Director, Dr Ruth Segomotsi Mompoti District Services, Mini Ga-rona Building Vryburg, for attention of Ms K. Okhaa or e-mail: Dardrecruitment-DRS@nwpg.gov.za All other posts should be hand delivered to the Director Human Resource Management, Department of Agriculture and Rural Development, Directorate: Human Resource Management, AgriCentre Building, corner Dr James Moroka and Stadium Road, Mmabatho for the attention of Ms. K. Modiegi or e-mail: Dardrecruitment-HO@nwpg.gov.za
- CLOSING DATE** : 13 December 2024
- NOTE** : This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as three contactable referees. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed or copied application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The Department reserves the right not to make appointment for the above advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance NB: A pre-entry certificate for SMS must be completed before an appointment 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.

MANAGEMENT ECHELON

- POST 43/129** : **DIRECTORS REF: NWDARD 01/11/24**
- SALARY** : R1 216 824.per annum (All inclusive remuneration package) (Level 13) of which 30% may be structured according to the individual's needs.
- CENTRE** : Rustenburg, Potchefstroom and Vryburg
Bojanala
Dr. Kenneth Kaunda and
Dr. Ruth Segomotsi Mompoti District Services (3 posts)
- REQUIREMENTS** : An appropriate recognized 4 years Bachelor's degree or equivalent qualification in Agricultural Extension (NQF level 7) with at least 8 years' relevant post qualification experience Registration with SACNASP will be an added advantage A minimum of 5 years' experience at Middle/Senior Management level A pre-entry certificate for SMS must be completed before an appointment can be considered Extensive knowledge of the agriculture and rural development sector A good understanding of the farming systems dominant in the Province Technical knowledge in fields of crops, horticulture, livestock production, land care and project management Advanced knowledge of economic and social agricultural issues with a good understanding of the Department and service delivery imperatives Full understanding of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulatory Framework Proven experience in financial, people management, project and programme management skills Good written and verbal communication, presentation skills and conflict management skills Good Leadership, monitoring and evaluation, problem solving skills. Computer literacy. Policy analysis and interpretation skills The ability to communicate across all sectors. Willingness to travel and work irregular hours A valid driver's licence.
- DUTIES** : Management of the extension and advisory services to farmers within a district Manage the development and implementation of agricultural related projects Support, advice and coordinate the implementation of Integrated Food Security Strategy of South Africa (IFSS) programmes, Land Care program, farmers settlement and support, infrastructure development, extension services, crop production, livestock development and Extension Recovery Plan (ERP) Establish and maintain partnerships with other departments, municipalities NGO's and farmer organizations Facilitate the integration of the departmental projects with municipal IDPs to

promote intergraded planning and development within the district Develop and implement systems and processes that will ensure departmental goals are achieved in an effective and efficient manner Provide overall leadership and management in the District Ensure the implementation of Departmental priorities within the set Service Delivery Plans Manage the district's financial and human resources.

ENQUIRIES : Ms. R A Dikolomela : (018) 384 3111

OTHER POSTS

POST 43/130 : **DEPUTY DIRECTOR-AGRICULTURAL EXTENSION AND ADVISORY SERVICES REF: NWDARD 03/11/24**

SALARY : R849 702.per annum (Level 11) (All-inclusive salary package)
CENTRE : Vryburg
REQUIREMENTS : An appropriate degree/equivalent qualification in the Agricultural field (NQF level 7) (A post graduate qualification will be an added advantage) A minimum of six (6) years' experience in agricultural extension and advisory services of which three (3) years must be at Assistant Director level Technical knowledge in the fields of Horticulture, Crops, Livestock production, Land Care and project management An advanced knowledge of economic and social agricultural issues with good understanding of the department and service delivery imperatives Knowledge of the Public Finance Management Act, Treasury regulations and Public Service Regulations and related prescripts Project management, monitoring and evaluation skills Good written and verbal communication, conflict management and leadership skills Computer literacy and good policy analysis and interpretation skills Ability to communicate across all sectors Willingness to travel and work irregular hours A valid driver's licence

DUTIES : Management of the extension and advisory services to farmers within a sub-district Manage the development and implementation of Agricultural related projects Support, advice and coordinate the implementation of pillar one of the Integrated Food Security Strategy of South Africa (IFSS), Land Care and Extension Recovery Plan (ERP) Manage the sub-district's financial and human resources Establish and maintain partnerships with other Departments, Municipalities, NGO's and farmer organizations Facilitate the integration of the departmental projects with municipal IDP's to promote integrated planning and development within the sub- district.

ENQUIRIES : Mr. T Motsoeneng, tel: 053 – 928 0626

POST 43/131 : **DEPUTY DIRECTOR- MANAGEMENT ACCOUNTING REF: NWDARD 04/11/24**

SALARY : R849 702.per annum (Level 11) All-inclusive salary package
CENTRE : Head Office - Mafikeng
REQUIREMENTS : A recognized three year Bachelor's Degree in Economics/Financial Accounting (NQF level 7) A minimum of six (6) years practical experience in Financial Management Environment of which three (3) years should be at Assistant Director in Financial Management/budget planning environment in government Good verbal and written communication skills In-depth knowledge and understanding of applicable legislation, policies, practices and procedures governing government finances Good command of Microsoft office packages (Excel, PowerPoint and Word) Ability to deal with tight deadlines Have creative and innovative skills ability to plan and coordinate activities within the component Problem solving and decision making skills. Project management skills Understanding of government financial reporting framework Thorough knowledge of governmental financial systems A valid Driver's license. Ability to write reports and submissions as well as compiling presentations.

DUTIES : Drive the departmental MTEF and annual budget processes to ensure responsive allocations Co-ordinate and manage the Departmental budget Consolidate and cost all new policy imperatives and proposals properly Co-ordinate the inputs for MTEC hearings to Provincial Treasury Provide secretariat services to the departmental budget committee Check & assess compliance of submissions of all rollover requests Monitor budget implementation and performance against service delivery imperatives. Prepare and analyse the department's In-Year Monitoring reports Prepare consolidated annual and monthly cash flow projections Manage and direct the management accounting staff. Participate in relevant reporting forums. Prepare all management accounting specific schedules for audits and IFS & AFS preparation.

ENQUIRIES : Mr G.K Duiker, tel: (018) 384 3106

POST 43/132 : **LECTURER: HORTICULTURE REF. (NWDARD 05/11//2024)**
(Re-advert)

SALARY : R376 413.per annum (Level 8)
CENTRE : Potchefstroom Agricultural College
REQUIREMENTS : Bachelor's degree in Agriculture (NQF 7) in Plant Production or equivalent qualification specializing in vegetable and fruit production Teaching/ training qualification Honours Degree will be an added advantage A minimum of 2 - 3 years' relevant experience in the specialized area Knowledge of drafting of vegetable and fruit production plans. Minimum of 3 years' experience in higher education and training Knowledge of research methodology Current

- registration with SACNASP will be an added advantage Valid unendorsed motor vehicle driver's license *Sound communication and presentation skills Computer Literacy (MS Office)
- DUTIES** : Plan, prepare and present theoretical and practical lectures Development of class activities to ensure learner oriented learning Plan, prepare, and implement activities for practical presentations, demonstrations etc. Prepare and procure relevant material, inputs and equipment for practical Compile assignments, class tests and bulk question memoranda Design practical assessment instruments and rubrics to ensure unbiased assessment Literature review and material development Develop, review and update existing material Provide inputs for curriculum development Management of administrative tasks
- ENQUIRIES** : Mr T Aphane, tel: 018 285 0700
- POST 43/133** : **LECTURER: MONOGASTRIC REF. (NWDARD 06/11/24)**
(Re-advert)
- SALARY** : R376 413.per annum (Level 8)
- CENTRE** : Potchefstroom Agricultural College
- REQUIREMENTS** : Bachelor's degree in Agriculture (NQF7) in Animal Production or equivalent qualification Teaching/ training qualification Honours Degree will be an added advantage A minimum of 3 years' relevant experience in the specialized area Minimum of 3 years' experience in higher education and training Knowledge of research methodology Current registration with SACNASP will be an added advantage Valid unendorsed motor vehicle driver's license Sound communication and presentation skills Computer Literacy (MS Office)
- DUTIES** : Plan, prepare and present theoretical and practical lectures Development of class activities to ensure learner oriented learning Plan, prepare, and implement activities for practical presentations, demonstrations etc. Prepare and procure relevant material, inputs and equipment for practical Compile assignments, class tests and bulk question memoranda Design practical assessment instruments and rubrics to ensure unbiased assessment Literature review and material development Develop, review and update existing material Provide inputs for curriculum development Management of administrative tasks
- ENQUIRIES** : Mr MS Moneoang, Tel: 018 285 0700

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 or email to CSTMrecruitment@nwpg.gov.za
- CLOSING DATE** : 06 December 2024 at 15H30
- NOTE** : Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must

disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

OTHER POSTS

- POST 43/134** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF 21/2024/25**
Directorate: Office Of the Executive Authority
- SALARY** : R849 702.per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract
- CENTRE REQUIREMENTS** : Head Office - Mahikeng
Grade 12 certificate or equivalent plus appropriate National Diploma/ Bachelor's Degree /NQF 6 in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum of three (3) – five (5) years administrative experience of which three (03) must be at Assistant Director/Junior Management level. A valid driver`s licence. Knowledge And Skills: Broad knowledge and understanding of the functional areas covered by the executive authority`s portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Knowledge of Cabinet Administration. Knowledge of Public Service Regulatory Framework. Project Management. Communication Skills (Verbal and Written). Negotiation skills. Report writing. Presentation skills. Computer literacy. Problem solving skills.
- DUTIES** : Manage the administrative and coordination activities within the office of the Executive authority. Manage the procurement and maintenance of equipment's and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players matters relating to the Portfolio of the Executive authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.
- ENQUIRIES** : Mr Koonyaditse Tel.no.018 200 8010

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- CLOSING DATE** : 06 December 2024
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise

and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. No appointment to an SMS post shall be approved without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates who previously applied for this re-advertised positions are encouraged to re-apply if they are still interested.

MANAGEMENT ECHELON

- POST 43/135** : **DIRECTOR: YOUTH ADVOCACY COORDINATION REF NO: NWP/OOP/2024/12**
 Job Purpose: To manage and oversee the coordination and mainstreaming of youth development programmes in the province
- SALARY CENTRE REQUIREMENTS** : R1 216 824.per annum (all-inclusive package) (Level 13)
 : Mmabatho
 : Three-year tertiary qualification in Public Administration, Social Sciences or Developmental Studies at NQF Level 7 and /or equivalent qualification. Minimum of 5 years of experience at middle/senior management level. 5 years' experience in youth advocacy environment. Knowledge, Skills and Competencies: Relevant government legislation, policies and strategic frameworks; PFMA, LRA and PSA. Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
- DUTIES** : Coordinate the development of and monitoring the implementation of Provincial Youth Action Plan in line with the Provincial & National Priorities. Promote the mainstreaming of youth development in government programmes. Establishment and maintenance of partnerships with relevant stakeholders. Monitor the sector specific youth catalytic programmes and projects. Management of the Directorate's resources.
- ENQUIRIES APPLICATIONS** : MS. C.N Modise Tel: 018 388 1596
 : E-Mail: ooprecruitment2@nwpg.gov.za
- POST 43/136** : **DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: NWP/OOP/2024/13**
 Job Purpose: To manage and oversee the coordination and mainstreaming of Rights of Persons with Disabilities and of Older Persons in government programmes
- SALARY CENTRE REQUIREMENTS** : R1 216 824.per annum (all-inclusive package) (Level 13)
 : Mmabatho
 : Three-year tertiary qualification in Public Administration, Social Sciences or Development Studies at NQF level 7 and /or equivalent qualification. Minimum of 5 years of experience at middle/senior management level. level. 5 years' experience in older persons and persons with disabilities environment. Knowledge, Skills and Competencies: Relevant government legislation, policies, strategic frameworks including the relevant international and regional instruments, agreement and protocols; PFMA, LRA and PSA. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication
- DUTIES** : The coordination and development of the Provincial Action Plans for Persons with Disabilities and Older Persons in line with the Provincial & National Priorities. The mainstreaming of the rights of persons with disabilities and of older persons in government programmes. The Provincial Performance Monitoring and Evaluation of the Provincial Action Plans for Persons with Disabilities and Older Persons. Programs for the Rights of Persons with Disabilities and Older persons. Establishment and maintenance of partnerships with relevant stakeholders. Establishment and maintenance of partnerships with relevant stakeholders. Monitor the sector specific catalytic programmes and projects to older persons and persons with disabilities. Management of the Directorate's resources
- ENQUIRIES APPLICATIONS** : Ms. C.N Modise Tel: (018) 388 1596
 : E-Mail: ooprecruitment3@nwpg.gov.za
- POST 43/137** : **DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: NWP/OOP/2024/16**
 Purpose: To manage the Provincial Monitoring, reporting and Evaluation System

<u>SALARY</u>	:	R1 216 824.per annum (all-inclusive package) (Level 13)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in public administration at NQF level 07 or equivalent qualifications. Minimum of 5 years of experience at middle/senior management level. 5 years' experience within the monitoring, reporting and evaluation environment. Knowledge, Skills and Competencies: Knowledge of Government Legislation, Local Government prescripts, PFMA, LRA, PSA and PSR. Strategic capability and leadership skills; People Management and Empowerment skills; Programme and project management Skills; Financial Management skills; Change Management and Knowledge Management skills. Computer skills.
<u>DUTIES</u>	:	Institutionalize performance monitoring in the province. Monitor performance reporting in the province. Monitor the implementation of infrastructure projects. Coordinate the implementation of Management Performance Assessment tool (MPAT) self-assessment and improvement. Develop and manage implementation of province wide monitoring and evaluation, frameworks, guidelines and policies, Develop M&E plan that translates PGDS/provincial priorities into measurable indicators and activities. Facilitate/coordinate reporting against provincial priorities, development indicators and Departmental and SOE APP's, On-site verification and monitoring of interventions linked to priorities and Manage and coordinate Cluster Programs
<u>ENQUIRIES</u>	:	Mr. J. Mawelela Tel: (018) 388 5719
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment6@nwpg.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 43/138 : **MANAGER: PHARMACEUTICAL SERVICES**
Chief Directorate: Metro Health Services

SALARY : R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Western/ Southern Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the Metro. Competencies (knowledge/skills): Leadership. Appropriate Training and experience in Drug Supply Management. Strong leadership inclusive of management, professional mentorship organisation and strategic planning. Project management skills, Computer Literacy and data use and analysis. Appropriate experience in Pharmaceutical systems used in the Public sector. Appropriate supervisory/managerial experience.

DUTIES : (key result areas/outputs): Strategic planning and implementation and monitoring and evaluation of relevant policies. Technical support to the pharmacy staff and pharmacy for quality assurance and clinical services governance. Overall leadership and co-ordination of the Pharmacy services within the Southern/ Western Sub-structure. Ensure good Pharmacy practices are institutionalised in the service platform. In- dept knowledge of the Health Act, National Drug Policy, Pharmacy Act, World Health Organisation and relevant policies of the WCG: Health and Wellness.

ENQUIRIES : Dr. KE Grammer, Tel No: (021) 202-0900

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

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

CLOSING DATE : 06 December 2024

POST 43/139 : **DIRECTOR: HEALTH INTELLIGENCE**
Directorate: Health Intelligence

SALARY : R1 216 824 per annum (A portion of the package can be structured to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate qualification (NQF level 7) in a Health-related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate proven experience in public health. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): A high level of computer literacy and good writing skills. Knowledge of best practices in Data and Information Management and ability to keep abreast with developments in the information management environment. Proven knowledge and understanding of health and management information systems, strategic management, monitoring and review of processes, modern systems of governance. Proven experience in Project Management, Finance, Information Systems, Strategic Management and Systems Thinking at managerial level within a large organisation.

DUTIES : (key result areas/outputs): Establish and maintain a data governance and information management system to enable efficient and effective decision making. Establish and maintain an integrated data hub and ensure access to accurate, timely and relevant information to enable

clinical and managerial decision making. Develop and implement an epidemiology and surveillance strategy for the department of Health and Wellness as well as implementation of an integrated disease surveillance system. Coordinate knowledge and evidence generation through research translation and evaluation. Establish an embed an adaptive monitoring, evaluation and learning system at all levels within the organisation. Drive and coordinate the Directorates strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate. Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objective and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance to the administration. Monitor and ensure compliance with relevant legislation and prescripts. Develop constructive, collaborative relationships with other sections within the department as well as external partners where relevant. Support the Chief Directorate and collaborate with other directorates to strengthen the overall functioning of the team within the Chief Directorate. Manage the corporate service of the Directorate i.e. Financial and People Management.

ENQUIRIES : Ms N Nkosi, Tel No: (021) 483-6833
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 06 December 2024

POST 43/140 : **MEDICAL OFFICER GRADE 1 TO 3: NEONATOLOGY**
 (1-Year Contract)

SALARY : Grade 1: R949 146 per annum
 Grade 2: R1 082 988 per annum
 Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Capability to handle a demanding clinical workload with effective time management, organisation, and prioritisation skills. Strong interpersonal skills, with a proven ability to work in a team and communicate effectively with colleagues, patients, and their families. Good governance principles and documentation practices. Commitment to providing empathetic, holistic care and advocating for patients.

DUTIES : (key result areas/outputs): Provide comprehensive medical care to neonates, including managing acute neonatal emergencies, performing resuscitation and stabilisation procedures, and treating neonates with chronic and complex medical conditions under supervision. Actively participate in daily ward rounds, collaborating with consultants and multidisciplinary teams to develop and execute plans under supervision. Supervise and provide guidance to medical students, enhancing their clinical skills and knowledge in neonatology. Contribute to quality improvement initiatives aimed at optimising patient outcomes and advancing best practices within the neonatal unit. Communicate effectively with patients' families, offering support, information, and empathy during critical times.

ENQUIRIES : Dr S Pillay, Tel No: (021) 404-6025 or shakti.pillay@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Existing employee who are already on a salary scale higher than the maximum scale attached to a registrar will retain the scale attached to their existing salary package. '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 with their job application / on appointment. Please note that the afore-said concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/141</u>	:	<u>REGISTRAR (MEDICAL) (RADIOLOGY) (X5 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	:	R949 146 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Valid (Code B/EB) driver's licence, willingness and ability to travel. Competencies (knowledge/skills): Primary Examination – Part 1 FC Rad (Diag.) SA. Supervised clinical experience in any aspect of diagnostic imaging. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate general medical and radiology experience. Computer skills including typing, managing spreadsheets and using databases. Verbal and (key result areas/outputs): Provision of safe, comprehensive 24-hour tertiary level diagnostic service to patients at Tygerberg Hospital and associated training hospitals. Produce timeous and accurate radiological reports and assist in optimal workflow through imaging domains. Perform onsite after-hours duties as per call roster. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training medical students, nursing staff and radiographers. Learn critical skills required of Radiologist. Involvement in research/audits relating to Radiodiagnosis. written communication skills.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	Prof C Ackermann, Tel No: (021) 938-9320
<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>	:	06 December 2024
<u>POST 43/142</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)</u> Chief Directorate: Metro Heath Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to

perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.

DUTIES : (key result areas/outputs): Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

ENQUIRIES : Dr F Gool, Tel No: (021) 377-4382
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 December 2024

POST 43/143 : **MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as Medical Practitioner. Experience:
Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competent and willing to work across disciplines if required. A valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/ skills): Sufficient appropriate clinical experience in the management of surgical in- and outpatients, since obtaining the degree of MBChB and after completion of general surgery rotations. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research, publication and having passed or intention to write the FCS(SA) part 1 exam. Valid ATLS Certificate Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : (key result areas/outputs): Clinical service provision: Provide efficient and cost-effective clinical service of high quality with a patient centered focus, addressing the burden of disease in the Rural East Geographical Service area (GSA). Effective clinical administration in maintaining high quality clinical patient records and reports. Financial management by effective and efficient

use of resources. Adhere to requirements for all HR matters and Code of Conduct. Participate in the teaching program. Active participation in Research and Professional Development and clinical governance activities in the unit. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff, supervising and teaching community service medical officers, interns and medical students and liaise with consultants daily.

ENQUIRIES APPLICATIONS : Dr AH Stark, Tel No: (044) 802-4529
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 December 2024

POST 43/144 : **REGISTRAR (MEDICAL) (PAEDIATRICS) (VARIOUS INSTITUTIONS) (X10 POSTS)**
(4 Year Contract)

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

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but may be required to work across the distributed training platform. Valid (Code B/EB) driver's licence, willingness and ability to travel. Good communication skills. Competencies (knowledge/skills): Experience in general paediatrics and/or neonatology. Ability to function independently at a level of general practitioner. Diploma in Child Health (or equivalent) and FCPaed part 1.

DUTIES : (key result areas/outputs): To render a comprehensive clinical service in Paediatrics and Neonatology covering day-time work and after-hours. To provide inpatient and/or outpatient care, including clinical teaching, administration, management and research.

ENQUIRIES APPLICATIONS : Dr A van Zyl, Tel No: (021) 938-9444
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

CLOSING DATE : 06 December 2024

POST 43/145 : **DEPUTY DIRECTOR: (SYSTEMS DEVELOPMENT), ADMIN (HEALTH SYSTEMS)**
Directorate: Information Technology

SALARY : R849 702 per annum (A portion of the package can be structured to the individual's personal needs)

CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: An appropriate 3-year tertiary qualification Diploma/Degree. Experience: Appropriate experience in Information Management, Systems Development and Technology. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies

(knowledge/skills): Ability to lead IT teams and communicate effectively. Understanding of the software development lifecycle, with experience in different phases such as design, development, testing, deployment, and ongoing maintenance. Knowledge and experience in Agile Methodologies. Knowledge and experience in enterprise architecture standards and frameworks. Understanding and implementing best practices in systems development. Familiarity with healthcare regulations and IT systems, or a strong willingness to learn and adapt to the healthcare domain. Experience in Financial and Resource Management. Proficiency in Microsoft Office Suite and experience with Systems Development tooling e.g. Azure Dev Ops or similar.

DUTIES : (key result areas/outputs): Perform a leadership role for the Systems Development component within Directorate Information Technology. Plan, implement, monitor, and evaluate projects in accordance with the IT Annual Operational Plan, and align with the strategic IT vision of the Department of Health and Wellness. Ensure synergy between other sub-directorates in the IT Directorate and Chief Directorate Strategy. Develop operational plans and co-ordinate strategic focused workshops for sub-directorate staff. Ensure continuous improvement on Business Analysis and Development projects. Apply technology policies and strategies across the development teams. Implement technology frameworks and project frameworks such as Agile. Management of finance for the sub-directorate and management of resources across the development teams. Facilitate collaboration between teams.

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

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

POST 43/146 : **PSYCHOLOGIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R827 211 per annum
Grade 2: R961 806 per annum
Grade 3: R1 113 600 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Khayelitsha Eastern Sub-structure
: Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with a Professional Council: Registration with the Health Professions Council of South Africa and proof of current registration with the HPCSA in the category: Clinical Psychologist (Independent Practice). Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A Minimum of 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A Minimum of 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Computer Literate. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings.

DUTIES : (key result areas/outputs): Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part the sub district and district mental health teams.

ENQUIRIES APPLICATIONS : Dr K Moodley, Tel No: (021) 360-4500
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	Shortlisted candidates could be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for 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.
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/147</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY AREAS: NIGHT DUTY)</u>
<u>SALARY</u>	:	R 715 977 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<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 Registered Professional Nurse. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. The following R212 qualifications are excluded, i.e. Nursing Education and Nursing Administration. Registration with a Professional Nursing Council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Inherent requirements of the post: Will be required to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Excellent communication skills. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): The candidate will be responsible for management and co-ordination of clinical nursing care in the hospital on night duty. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development, and participation in research within the clinical environment on night duty. Support/ deputise for the Head of Nursing and support the Nursing department and the institution.
<u>ENQUIRIES</u>	:	Ms. F Baartman, Tel No: (021) 938-4055.
<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>	:	06 December 2024
<u>POST 43/148</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT) (GENERAL WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualifications (i.e., Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC) as a General Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts (day and night duty), public holidays, after-hours, and weekends. Relief the Assistant Manager: Nursing when needed. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution and labour relations skills. Good organisational skills and the ability to function under pressure. Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook). Knowledge and insight of all relevant legislation and policies within the public sector.
<u>DUTIES</u>	:	(key result areas/outputs): To facilitate and promote holistic health care and education according to individual needs of patients, family and the community. Support, guide and supervise personnel. Effective management and utilization of physical and financial resources.
<u>ENQUIRIES</u>	:	Ms E Linden-Mars, Tel No: (021) 918-1224
<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. 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. Shortlisted candidates will be subjected to a practical / written and oral assessment.
- CLOSING DATE** : 06 December 2024
- POST 43/149** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District
- SALARY** : R656 964 per annum
- CENTRE** : Van Rhynsdorp Clinic: Matzikama Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic Diploma qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). Excellent verbal and written communication skills. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols.
- DUTIES** : (key result areas/outputs): Effective management and execution of relevant Curative Programmes on PHC level. Rendering of an effective Child Health service and programmes, including school health and nutrition. Execution of all Women's Health services, including reproductive health and antenatal care. Effective management and execution of the HAST programme – TB management, STI management and HIV/AIDS management services. Effective and efficient management of the PHC facility, mobile units and satellite Clinics – management of staff, services and infrastructure.
- ENQUIRIES** : Dr. JE Eygelaar, Tel No: (027) 213-4070
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for other similar vacant posts within the Matzikama Sub-district, for a period of three months from date of advert.
- CLOSING DATE** : 06 December 2024
- POST 43/150** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum (PN-B1)
Grade 2: R553 545 per annum (PN-B2)
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the post: Ability to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good communication, planning and organisational skills. Computer literate.
- DUTIES** : (key result areas/outputs): Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
- ENQUIRIES** : Ms S Fredericks, Tel No: (021) 940-4416

- 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). Candidate will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 06 December 2024
- POST 43/151** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum (PN-B1)
Grade 2: R553 545 per annum (PN-B2)
- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. A post basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** Minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing obtaining the 1-year post basic qualification in relevant specialty. **Grade 2:** Minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in Operating Theatre after obtaining the 1-year post basic qualification in relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently ad as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster ss (key result areas/outputs): Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective utilization of human, material and physical resources.
- DUTIES** :
- ENQUIRIES** : Mr R Geswindt, Tel No: (021) 377-4410
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.-This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 06 December 2024
- POST 43/152** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (2 POSTS)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Nieuvelddpark CC and Beaufort West CDC, Beaufort-west Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with the Professions Council: Registration with the SANC as a Professional Nurse and midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable

experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willing to drive a government vehicle. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/ skills): NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : (key result areas/outputs): Assist with the management and provide clinical comprehensive PHC 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 management of human resources under supervision.

ENQUIRIES APPLICATIONS : Ms JP Rossouw, Tel No: (023) 414-3984

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Beaufort West Sub District for a period of 3 months from date of advert.

CLOSING DATE : 06 December 2024

POST 43/153 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

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

CENTRE : Thembalethu CDC, George Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. 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 experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

DUTIES : (key result areas/outputs): Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

ENQUIRIES APPLICATIONS : Ms MJF Marthinus, Tel No: (044) 814 - 1100

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.

CLOSING DATE : 06 December 2024

POST 43/154 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CRITICAL CARE: TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

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

CENTRE : O Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC)

as Professional Nurse. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and registration with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. **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 the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Analytical thinking, independent decision making, problem-solving skills and ability to facilitate and promote training. Computer literacy (MS Word, Outlook and Excel).

DUTIES : (key result areas/outputs): Provide optimal, holistic specialized nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department including efficient and accurate documentation, statistical data collection, capturing, and participation in research activities as well as liaise, advise and effective communication with internal and external stakeholders to ensure continuity of quality client care. Deliver a support service to the Operational Manager, act as shift leader and ensure effective coordination of the Nursing Division after hours whilst maintaining professional growth and ethical standards and self-development.

ENQUIRIES : Ms S Fortuin, Tel No: (021) 816-8576
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. "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: Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. 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 : 06 December 2024

POST 43/155 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: CRITICAL CARE)**

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

CENTRE : Grote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care. Registration with professional council: Registration with the 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 in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments within the Critical Care unit. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : (key result areas/outputs): Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Critical Care units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise

human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care of Critical Care patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.

- ENQUIRIES APPLICATIONS** : Mr D Peters Tel No: (021) 404-5082
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required 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 & Surgical Nursing Science: Critical Care Nursing: General. 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.
- CLOSING DATE** : 06 December 2024
- POST 43/156** : **PROFESSIONAL NURSE GRADE 1 TO 3 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Central Karoo District
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Central Karoo District Office (stationed in Beaufort West)
: 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 Occupational Health. Registration with a Professional Council: Registration with the SANC as Professional Nurse and post-basic qualification in Occupational Health. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Occupation Health. Inherent requirement of the job: Valid (Code B/EB) driver's license, and willingness to travel. Appropriate relevant experience in Occupational Health and Safety and the relevant qualifications to practice within. Competencies (knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and policies that governs Occupation Health and Safety. Extensive competencies as a nurse/nurse Practitioner. Computer literacy skills, (Microsoft office).
- DUTIES** : (key result areas/outputs): Provide and maintain an effective Occupational Health and Safety Risk Management programme within the Rural District Support the implementation of the immunization and medical surveillance programmes for staff Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the district Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control Maintains a sound Continuous Professional development.
- ENQUIRIES APPLICATIONS** : Ms A Jooste, Tel No: (023) 414-3590
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 06 December 2024
- POST 43/157** : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY CENTRE** : R444 036 per annum
: Metro TB Hospital Complex

REQUIREMENTS : Minimum educational qualification: Appropriate three-year tertiary National Diploma or Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Experience on Logis, BAS and EPS (Electronic Purchasing System). Inherent requirement of the job: Valid (Code B/EB) Drivers Licence. Competencies (knowledge/skills): Knowledge & Experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Must be computer literate. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.

DUTIES : (key result areas/outputs): Ensuring Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse and Asset Management for the Metro TB Hospital Complex and Primary Healthcare Facilities under the MTBHC as a Hub. Financial Management by ensuring effective Creditors Management, Management of Expenditure and Revenue as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly and IFS/AFS reporting for the institution. Effective management of Human Resources in the Finance and Supply Chain Management Components.

ENQUIRIES APPLICATIONS : Ms D Naicker, Tel No: (021) 508-8300
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 43/158 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
Directorate: Supply Chain Sourcing

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Head Office, Cape Town

REQUIREMENTS : Minimum educational qualifications: Appropriate 3-year Diploma/ Degree. Experience: Appropriate experience and understanding of clinical consumables, services & equipment within a healthcare environment. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Sound management skills, incl. ability to manage a team and strategise solutions. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Strong research skills and attention to detail. Report-writing. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication.

DUTIES : (key result areas/outputs): Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on: End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.

ENQUIRIES APPLICATIONS : Mr Q Manuel, Tel No: (021) 833-7600 / email: Quinton.Manuel@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 43/159 : **PROJECT MANAGER: CLINICAL WORKFLOW**
Directorate: Information Management

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Head Office, Cape Town

REQUIREMENTS : Minimum educational qualifications: Appropriate 3-year National diploma or Degree in Healthcare or Information technology. Experience: Appropriate experience in implementation of Health Information Systems and workflows in WCG. Appropriate experience in Project management. Appropriate experience in Healthcare Information technology. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge in Information Management. Advance knowledge in Project Management processes and methodologies. Advance Computer literacy (MS office suite) including MS Project. Advanced Knowledge of information technology relating to healthcare environments. In Depth Knowledge of system implementations in healthcare. In Depth knowledge and familiar with health information systems like PHCIS, CLINICOM, NMIS, PACS, RIS, ICCA, Telehealth, Pharmacy systems. Experience in compiling training material and systems training to individual and large groups. Knowledge of health services in the Western Cape. Excellent leadership skills, report writing skills, Teamwork, time management and budget management skills. Excellent communication skills, in order to manage the change

management process within the facility and to achieve full acceptance of the system after clinical go-live, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Ability to work independently and as part of a team. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Oversee user support and maintenance of systems implemented.

- DUTIES** : (key result areas/outputs): Project manage small medium and large facilities from initiation planning, implementation, controlling, monitoring and closure. Manage and coordinate all deliverables of the project including work breakdown activities. Manage and coordinate all aspects of implementation of the project from pre-initiation to post closure. Manage, monitor and evaluate cross functional teams assigned to the project. Create and maintain comprehensive project documentation. Perform risk management to minimize project risks. Adhering to policies and procedures. Conduct and participate in meetings with facilities and other stakeholders. Manage clinical programmes for the province in its central, regional, large district hospitals, primary Healthcare facilities; this includes standardised design parameters, implementation, monitoring and evaluation. Document the workflow/ business processes applicable to clinical systems in designated healthcare facilities including re-engineering processes. Ensure the seamless integration and implementation of equipment and modalities with clinical information systems and the HIS. (Hospital Information System). Prepare the sites (including server rooms and technical ICT infrastructure), hardware rollout to facilities. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements.
- ENQUIRIES** : Ms DJ Purdy, Tel No: (082) 373-6049
- 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** : 06 December 2024

POST 43/160 : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

- SALARY** : R444 036 per annum
- CENTRE** : Metro TB Hospital Complex
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year tertiary National Diploma or Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Experience on Logis, BAS and EPS (Electronic Purchasing System). Inherent requirement of the job: Valid (Code B/EB) Drivers Licence. Competencies (knowledge/skills): Knowledge & Experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Must be computer literate. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.

- DUTIES** : (key result areas/outputs): Ensuring Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse and Asset Management for the Metro TB Hospital Complex and Primary Healthcare Facilities under the MTBHC as a Hub. Financial Management by ensuring effective Creditors Management, Management of Expenditures and Revenue as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly and IFS/AFS reporting for the institution. Effective management of Human Resources in the Finance and Supply Chain Management Components.

- ENQUIRIES** : Ms D Naicker, Tel No: (021) 508-8300
- 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** : 06 December 2024

POST 43/161 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (G2G PROVINCIAL SUPPORT TB) (FIXED TERM CONTRACT APPOINTMENT UNTIL JULY 2026)**
Chief Directorate: Rural Health Services

- SALARY** : R444 036 per annum
- CENTRE** : Satellite Office: Huis McCrone Clinic, Wellington
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Degree/Diploma in a Health Science or related field. Experience: Appropriate experience in Health Sector, TB and other health programmes, Primary Health Care Systems, Local and/or National Health management. Appropriate experience in the Monitoring and Evaluation of Programmes. Proven track record of Project Management. Inherent requirement of the job: Valid driver's licence. Willingness to travel to the rural districts and national office (DOH). Competencies (knowledge/skills): Knowledge and skills in designing tools, planning, implementation, monitoring and evaluation of prevention & treatment TBC programmes and the 959595 Framework. Knowledge and skills in integrated health programme management. Be familiar with the legal, policy, managerial and

- clinical aspects of public health programmes/interventions and services. Advanced computer literacy in MS Office Suite. Project Management skills.
- DUTIES** : (key result areas/outputs): Responsible for providing the analysed quarterly and annual Rural Health Services M&E reports on TB data to evaluate the outcomes of the TB G2G project. Responsible for integrated health services planning, implementation support and M & E. Support and regular feedback to the Deputy Director: integrated Health Services to improve processes and mechanisms on the scalability of TB G2G objectives and activities as well priorities integrated health programmes. Responsible for the overall management and coordination of the TB component related to the Government-to-Government agreement milestones and activities. Responsible for the management of the Grant requirements by developing, monitoring and evaluation of activities to ensure effectiveness of the TB G2G project. Monthly meetings and regular engagement with donor funded NPO's conducting TB activities. Responsible for inter-sectoral collaboration and support to the NPO's and the Chief Directorate Rural Health Services.
- ENQUIRIES APPLICATIONS** : Ms E Pegram, via email Elizabeth.Pegram@westerncape.gov.za
- NOTE** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency assessment as part of the evaluation process.
- POST 43/162** : 06 December 2024
- POST 43/162** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum
George Regional Hospital
Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources related field. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement 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. Excellent computer skills in MS Office packages.
- DUTIES** : (key result areas/outputs): 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) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component.
- ENQUIRIES APPLICATIONS** : Mr A Jacobs, tel. no. (044) 802-4365
- NOTE** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency assessment.
- POST 43/163** : 06 December 2024
- POST 43/163** : **ASSISTANT DIRECTOR: (SUPPORT: PROCESS FACILITATION DESIGN)**
Directorate: Strategy, Policy and Planning
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum
(Head Office, Cape Town)
Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Social Science or Health Science field or equivalent. Experience: Appropriate experience in facilitating and planning workshops. Inherent requirements of the post: Valid code E/EB driver's licence. Competencies (knowledge/skills): Working knowledge of facilitation tools and methods. Practical understanding of knowledge creation and learning theory, especial social learning practices. Practical understanding of stakeholder engagement. Process facilitation design skills to promote and enable creative thinking and collaboration. Exceptional interpersonal, organizational, and communication skills. Project/events management skills will be advantageous.
- DUTIES** : (key result areas/outputs): Assist with the design and facilitation of collaborative thinking processes. Maintaining and sustaining a collaborative thinking environment. Manage multi-inquiry events. Management of the team.
- ENQUIRIES** : Ms K Ching, email: Karen.Ching@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 the post.

CLOSING DATE : 06 December 2024

POST 43/164 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum

CENTRE : Office of the Chief Director: Metro Health Services

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial Management that focuses on the Key Performance Areas (KPA's) of the posts. Appropriate experience in BAS and PERSAL Appropriate experience of transfer payments to Local Authority and NPO's. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness to travel within the Metropole. Willingness to work overtime when required. Competencies (knowledge/skills): - Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations. The ability to interpret and apply financial policies, procedures and prescripts. Extensive knowledge of financial management in the Public Service, including the legislative framework. Computer literate in Microsoft package, BAS & PERSAL.

DUTIES : (key result areas/outputs): Ensure effective and efficient expenditure control within MHS. Management of the MHS Asset and liability accounts. Ensure timeous and accurate information with regards to information pertaining to Annual Financial Statements. Ensure financial compliance within Finance Ensure effective and efficient Sundry – and Transfer payment function within MHS. Supervise, train and administer subordinates.

ENQUIRIES : Ms. H Grobler, Tel No: (021) 815-8673

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

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

CLOSING DATE : 06 December 2024

POST 43/165 : **SENIOR ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in People Management. Appropriate experience in the PERSAL System. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills Computer literacy (MS Word, Excel, PowerPoint, GroupWise/Outlook and PERSAL).

DUTIES : (key result areas/outputs): Implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, pension, leave and administration in general as applicable in a staff office Act as approver or authoriser of PERSAL work when needed. Ensure efficient and effective quality and risk management in HR, including audit compliance. Manage and supervise of the general staff office with a high workload, which are responsible for all personnel and related matters. Provide effective and efficient assistance and support to clients, personnel, management and supervisors. Ensure efficient and effective management of human relations.

ENQUIRIES : Ms B Peters, Tel No: (021) 659-591

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

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

CLOSING DATE : 06 December 2024

POST 43/166 : **SENIOR ADMINISTRATIVE OFFICER SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum

CENTRE : Metro TB Hospital Complex

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Degree/Diploma. Experience: Appropriate experience in Supply Chain Management. Inherent requirement of the job: Valid driver's License (code B/EB). Competencies (knowledge/skills): Knowledge and Practical

experience in Logis and the Electronic Procurement System (EPS). Communication skills both verbal and written. Knowledge of the Procurement and Tender (bid) regulations. Good knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), National and Provincial Treasury Regulations. Good knowledge and experience in Asset Management procedures and policies. Knowledge of relevant prescripts Departmental Policies, Delegations and Procedures. Good knowledge and experience of warehouse management processes and policies. Computer literacy, Excel, PowerPoint, Word and Outlook. Good Organizational, Supervisory and Leadership skills. Human Resource Management and Development Competency and Skills. Be familiar with the Accounting Officer's system for procurement, assets, warehouse and contract management.

DUTIES : (key result areas/outputs): Manage the Procurement of Goods and Services for the institution and various PHC Facilities and manage the Contract, Mini Contracts inclusive of the tender (bids) administration process. Manage the process of assets from acquisition to disposal and Asset register. Effective and Efficient Warehouse Management. Reporting and Compliance on a monthly basis inclusive of IFS and AFS. Human Resource Management and Administration. System Management including Logis System Controller Functions.

ENQUIRIES : Ms D Naicker, tel. no. (021) 508-8300
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 : 06 December 2024

POST 43/167 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**
 Chief Directorate: Rural Health Services

SALARY : R308 154 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Debt and Revenue Management/ Hospital accounting environment as well as appropriate experience in AR and CLINICOM. Appropriate supervisory experience. Inherent requirements of the job: Valid (code B/EB) driver's license. Computer literacy (Word, Excel, Access) in terms of collating, interpreting and inserting data into a spreadsheet. Competencies (knowledge/skills): Practical working experience in computer literacy (Microsoft Office and internet). Ability to work independently and function well within a team environment. Workable knowledge and understanding of Hospital Fees and Hospital Information Systems (AR, CLINICOM, BAS and JAC) as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and all circulars, instructions and policies & procedures related to the above. Good interpersonal, communication, organizational and administrative skills. Ability to work under pressure, handle a high work volume and meet strict deadlines.

DUTIES : (key result areas/outputs): Ensure optimal revenue collection with due consideration to the revenue target. Ensure accurate allocation of revenue received on the account receivables. Reconciliation of BAS and HIS systems. Responsible for the management of debtors, medical aid schemes, state departments, SAPS, SANDF, COIDA and RAF. Vigorous follow-up of all debt. Ensure effective supervision and Human Resources Management which include the managing of disciplinary procedures as well as supervision and evaluation of revenue component.

ENQUIRIES : Ms L Kombrink, Tel No: (044) 802-4332
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical.
CLOSING DATE : 06 December 2024

POST 43/168 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R308 154 per annum
CENTRE : Emergency Medical Services, Eastern Division
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Information Management. Inherent requirements of the job: A valid code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Advanced Computer literacy (MS Office 365 package). Knowledge of WCEMS' Operations, Communications and Licensing and Compliance Processes. Knowledge of business process analysis, mapping, modelling and automation of Systems to improve data flow processes. Compilation of reports for meetings and decision making - using various BI platforms (Power BI and Tableau).

DUTIES : (key result areas/outputs): Design, implement and coordinate a well-established ICT functionality within the organisation (DITCOM, CITCOM, ITSr). Coordinate the Licencing &

Compliance process according to the departmental prescripts. Develop, test and implement automated solutions for existing or new manual processes as part of the IM team. Creating of Dashboards and visualisations in aid of creating data awareness and information sharing. Submit timeous reports to management and staff on performance. Operate as part of the team through participation in innovations.

ENQUIRIES : Mr S September, Tel No: (021) 937-0626
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 December 2024

POST 43/169 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and or Accountancy as a passed subject. Experience: Appropriate experience in a Finance Department. Appropriate working experience in LOGIS and BAS. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint, email). Relevant knowledge, skills, in processes, procedures, prescripts and legislative framework, PFMA, NTTR and PTI, and the Accounting Officer's System of the Department of Health, including delegations. In-depth knowledge of SCOA codes and reports on LOGIS and BAS. Knowledge in Supplier Reconciliation. Working knowledge of ledger accounts and debt. Ability to analyse and provide solutions to problems. Good interpersonal and organisational skills. Willingness to perform overtime when required. Good written and communication skills.

DUTIES : (key result areas/outputs): Support the management in executing the hospital's strategic objectives. Render and effective and efficient sundry creditors service. Render effective and efficient debt services (including monthly supplier reconciliation). Assist with the timeous and accurate reporting with regards to the Annual and Interim Financial Statements. Interpret, apply and ensure compliance with financial policies, regulations, and instructions as practiced in the public sector. Authorise transactions on LOGIS and BAS (including payments and journals). Manage assets and liabilities accounts and petty cash. Ensure effective and controlled filling and safekeeping of face-value documents and payment batches. Supervisory functions pertaining to the Creditors section as well as planning, training and monitoring of staff, SPMS, and other HR-related duties. Attending meetings/ forums and being able to give feedback to staff.

ENQUIRIES : Ms C Dyini, Tel No: (021) 799-1290
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 December 2024

POST 43/170 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (CHRONIC WARD)**
Chief Directorate: Metro Health Services

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

CENTRE : Metro TB Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse (General). Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Knowledge of nursing processes and 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. Appropriate experience in treatment of TB patients.

DUTIES : (key result areas/outputs): Provide direction and supervision of quality, holistic, effective and efficient patient care services. Coordinate and monitor the nursing care plans, evaluation thereof & the implementation of nursing guidelines, practices, standards and procedures. Effective utilization of human, financial and physical resources. Ensure that Quality Assurance, Infection Control & Occupational Health & Safety is promoted and implemented. Support to Supervisors and Management.

ENQUIRIES APPLICATIONS : Mr R Abrahams, Tel No: (021) 713-7640
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 6 December 2024

POST 43/171 : **ADMINISTRATION CLERK: SUPPORT (RADIOLOGY)**
Chief Directorate Metro Health Services

SALARY : R216 417 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration in a Radiology department. Inherent requirements of the job: CLINICOM experience. Experience in the Radiology Information Systems will be an added advantage. Competencies (knowledge/skills): Computer literacy. Knowledge of CLINICOM and Radiology Information Systems. Ability to work as part of a team. Good communication and interpersonal skills. Ability to cope with a high work volume. Ability to adapt to a changing environment. Ability to adhere to patient confidentiality.

DUTIES : (key result areas/outputs): Provide reception service. Ensure cleanliness of reception area. Patient administration on HIS and RIS- receive, register and schedule. Address and direct patient and staff enquiries. Co-ordinate patient flow. Effective record keeping. Maintain patient confidentiality. Perform administration relief duties where required. Receiving of Stock.

ENQUIRIES APPLICATIONS : Ms M Samuels, Tel No: (021) 377-4773
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates may be subjected to a competency test. No payments of any kind is required when applying for this post. 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 : 06 December 2024

POST 43/172 : **ADMINISTRATION CLERK: WARDS (X3 POSTS)**
Chief Directorate Metro Health Services

SALARY : R216 417 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience as an Administration Clerk in a hospital ward setting. Inherent requirement of the job: Willingness to work shifts (overtime, weekends, public holidays, and night duty). Willingness to be rotated. Competencies (knowledge/skills): Knowledge of patient administration functions, e.g., Admission, discharge, and transfers, etc. Knowledge of ordering of stock and supply chain management processes in a hospital setting. Effective leadership, interpersonal, problem solving, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Computer literacy in Microsoft Office package (i.e., MS Word, Excel, PowerPoint, Outlook) Good Communication skills. (Verbal and written).

DUTIES : (key result areas/outputs): Provide an effective administrative service to the Operational Manager, nurses, and doctors in the wards. Order ward stock and responsible to manage ward storeroom. Provision of helpdesk functions to patients and visitors. Effective utilisation of resources to assist in achieving the objectives of the ward. Delivering effective support to the Nursing Department as a whole. Relief services when needed.

ENQUIRIES APPLICATIONS : Ms E Linden-Mars, Tel No: (021) 918-1276
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. Shortlisted candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 06 December 2024

POST 43/173 : **ADMINISTRATION CLERK: SUPPORT (CEO)**
Chief Directorate: Metro Health Services

- SALARY** : R216 417 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in rendering support services to Management. Appropriate experience in office management. Competencies (knowledge/skills): Good communication skills (both verbal and written). Ability to communicate with public and all stakeholders. Computer literacy (MS Word, Excel, PowerPoint, Outlook). Office management, good planning, interpersonal, time management and organisational skills. Ability to maintain confidentiality. Able to function independently and within the multi-disciplinary team.
- DUTIES** : (key result areas/outputs): Render an effective clerical/administrative service to the CEO. Performing administrative duties, e.g., record keeping, typing, faxing, photocopying, filing, minute taking in meetings and distribution of all incoming and outgoing documents. Manage telephone calls and managing diary (arranging appointments, meeting, and bookings). Ensuring office stationery and equipment's are ordered. Support the CEO with the office administration of the budget and ordering of equipment, supplies, maintenance of equipment and ensuring office equipment is operational. Perform relief duties as requested and work overtime when there is a departmental need.
- ENQUIRIES** : Dr A Anthony, Tel No: (021) 902-8024
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 06 December 2024
- POST 43/174** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain Platform
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subjects and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in a Finance environment. Appropriate experience in LOGIS/BAS. Competencies (knowledge/skills): Knowledge and practical experience of the LOGIS System. Computer literacy in MS Office package. Good Interpersonal Skills. An aptitude for accurate mathematical calculations to compile reports and submissions. Responsible and reliable.
- DUTIES** : (key result areas/outputs): Capturing of creditors payments. Correct reflection of accounting process of clearing the Assets and liability accounts. Cashier functions – Handling of petty cash. Reconcile statements and payments of creditors. Filing of payments and handling of general queries. General office administration and ad hoc duties. Assist in capturing of invoices and orders on data base (Excel). Support to Supervisor.
- ENQUIRIES** : Ms E Willis, Tel No: (021) 937-3142
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 06 December 2024
- POST 43/175** : **ADMINISTRATION CLERK: SUPPORT (CASE MANAGEMENT)**
Chief Directorate: Rural Health Services
- SALARY** : R216 417 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Hospital fees/Case management environment. Competencies (knowledge/skills): Ability to use clinical knowledge and medical aid prescripts to obtain authorisation for patients on a medical aid including confirmations of external funder benefits. Sound knowledge of medical terminology and procedures and Auditing of all income categories, H2, H3 and Private income groups. Computer literacy on MS office and Outlook. Good analytical skills with sound knowledge of Change management systems. Knowledge of relevant legislation and finance instructions as well as Sounds knowledge of Electronic Data Interface. Knowledge of relevant legislation and finance instructions. Sounds knowledge of Electronic Data Interface. Computer literacy to ensure revenue generation. Excellent telephonic etiquette and job ethics with sound people's skills. Excellent administration skills.
- DUTIES** : (key result areas/outputs): Hands on application of Utilization Management System, Electronic continuity care records, NHLS, Accounts Receivable, CLINICOM. Support the case manager in obtaining authorization for medical aids and confirmations of benefits for all externally funded patients. Clinical Auditing of patient files including all income categories, H2, H3 and Private invoices according to Uniform Patient Fees Schedule.
- ENQUIRIES** : Ms M Frieslaar, Tel No: (021) 860-2591

- 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** : 06 December 2024
- POST 43/176** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Grassy Park Community Day Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate practical experience in Information Management in a health environment. Inherent requirements of the job: Driver’s License code B/EB. Willingness to travel to facilities within Western/ Southern sub-structure. Competencies (knowledge/ skills): Understanding the DITCOM process and Information Technology. Knowledge in departmental systems, SINJANI; PHCIS, CLINICOM, Ideal Clinic Computer literacy (MS Word, Excel, PowerPoint and Access). Training Skills. Ability to accept accountability and responsibility to work independently and unsupervised.
- DUTIES** : (key result areas/outputs): Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and preparing and data reports for meetings. Capture data on the respective systems and have knowledge and experience in effective patient folder management as well as reception duties. Local supervision of the PHCIS 4, Ideal clinic database, computer hardware, software issues and IT related queries. Support to Facility Manager and administrative relief duties Assist with the co-ordination of DITCOM applications, ITS requests, presentation preparations and pre-determined objective audits.
- ENQUIRIES** : Ms R Canham, Tel No: (021) 707 6300 / Ms G Jones, Tel No: (021) 703 3131.
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical/written and oral assessment. The pool of candidates may be utilized for other similar vacant posts within the Chief Directorate Metro Health Services for a period of 3 months from the date of the advert.
- CLOSING DATE** : 06 December 2024
- POST 43/177** : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Wynberg CDC (X1 Post)
Green Point CDC (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Qualification that allow registration with South African Nursing Council (SANC) as an Enrolled Nurse. Registration with the Professions Council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: **Grade1:** None **Grade 2:** A minimum of 10 years recognisable nursing experience as an enrolled nurse after registration with the SANC **Grade 3:** A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SANC. Inherent requirements of the job: Willingness to work night duty, weekends and public holidays when required. Willingness to rotate to other wards at the Institution. Competencies (knowledge/ skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline. Motivation.
- DUTIES** : (key result areas/outputs): Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of human and financial resources. Maintain professional growth/ethical standards and self-development. Effective health promotion and information to patient/client and community. Accurate record-keeping and effective communication. Promotion of QA, IPC & OHS within the Department and quality of care to all clients. Render support to the supervisor and colleagues.
- ENQUIRIES** : Ms LE Van Wyk, Tel No: (021) 797-8171
- 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 the Chief Directorate: MHS for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/178</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (VALKENBERG HOSPITAL RELIEF TEAM AND WILLIAM SLATER HOUSE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Valkenberg Hospital (1 post) William Slater House (1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a Professional Council: Current registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Enrolled Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Enrolled Nurse with the SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, night duty, after hours, weekends and overtime as required. Must be prepared to rotate to all departments according to operational needs. Competencies (knowledge/skills): Self- discipline and motivation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Ability to work under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Provide basic clinical nursing care and the development and implementation of basic patient care plan. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Take actions to improve quality nursing care. Reporting on patient safety and adverse incidents. Participate in infection prevention and control. Actively participating in in-service training interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Photo, Tel No: (021) 8265-801
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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 Department for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/179</u>	:	<u>ARTISAN ASSISTANT: PLUMBING</u>
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience and knowledge in Plumbing field. Inherent requirement of the job: Must be willing to do standby studies and work overtime. Competencies (knowledge/skills): Ability to work independently under pressure. Ability to plan (be pro -active, work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	(key result areas/outputs): Perform general plumbing duties and maintenance. Effectively install and maintain all water pipes, sewerage system, valves and stopcocks. Unblock drains, toilets, basins and sluices. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Detect and repair faults in the working environment, complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Supervise work schedule for the division and assist in supervising and training of staff as well as assisting other departments when it's required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr AK Mgcodo, Tel No: (021) 404-6251
<u>REQUIREMENTS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/180</u>	:	<u>LINEN SUPERVISOR (X3 POSTS)</u> Directorate: Facility Management
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Head Office, Cape Town

<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and training Certificate (GETC) - Grade 9/ (Std. 7). Experience: Appropriate comprehensive linen/laundry experience in a health services environment. Inherent requirements of the post: Incumbent must be prepared to work on a rotation basis. Physical fit. Competencies (knowledge/skills): Good interpersonal skills. Sound Knowledge of Health and Safety rules in a laundry and linen environment. Sound knowledge of the disciplinary process.
<u>DUTIES</u>	:	(key result areas/outputs): Perform supervisory functions to ensure the maintenance of a clean, hygienic and safe environment. Provide a professional linen and clothing service to the institutions. Maintain stock control in Linen bank and sorting area. Correct handling and perform all aspects of soiled and clean linen. Linen audits. Racking/Packing and sorting. Responsible for linen stores assistants. Maintain accurate registers as instructed.
<u>ENQUIRIES</u>	:	Mr V Jooste, Tel No: (021) 200-0196
<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 the post.
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/181</u>	:	<u>LINEN SUPERVISOR (X4 POSTS)</u> Directorate: Facility Management
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate comprehensive linen/laundry experience in a health services environment. Inherent requirements of the job: Incumbent must be prepared to work on a rotation basis. Physically fit. Competencies (knowledge/skills): Good interpersonal skills. Sound Knowledge of Health and Safety rules in a laundry and linen environment. Sound knowledge of the disciplinary process.
<u>DUTIES</u>	:	(key result areas/outputs): Perform supervisory functions to ensure the maintenance of a clean, hygienic and safe environment. Provide a professional linen and clothing service to the institutions. Maintain stock control in Linen bank and sorting area. Correct handling and perform all aspects of soiled and clean linen. Linen audits. Racking/Packing and sorting. Responsible for linen stores assistants. Maintain accurate registers as instructed.
<u>ENQUIRIES</u>	:	Mr F Lot, Tel No: (021) 933-0834
<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>	:	06 December 2024
<u>POST 43/182</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1 TO 3 (BAA/AEA)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R177 714 per annum Grade 3: R206 619 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Hermanus
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with a Professional Council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.
<u>DUTIES</u>	:	(key result areas/outputs): 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 I Naidoo (District Manager – Overberg), Tel No: (023) 346 6000/ Ms A Botha, Tel No: (023) 346-6022
<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>	:	06 December 2024
<u>POST 43/183</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R177 714 per annum Grade 3: R206 619 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Garden Route
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with a Professional Council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Computer literacy and skills. Excellent knowledge of all levels of emergency care protocols within the
<u>DUTIES</u>	:	(key result areas/outputs): 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 – Garden Route), Tel No: (044) 802 2500 / Ms. L. Jacobs
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/184</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X5 POSTS)</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>	:	Lady Michaelis CHC (2 posts) Retreat CHC (3 posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Willingness to render relief duties on the PHC platform within Southern Western Sub-structure. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide elementary clinical nursing care. Assist patients with activities of daily living (Physical care). Maintaining professional growth, ethical standards, and Self – Development. Provide ongoing health education to patient and next of kin. Record Keeping.
<u>ENQUIRIES</u>	:	Ms L Van Wyk, Tel No: (021) 797-8171 / Ms S Meyer, Tel No: (021) 713-9741
<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 other similar vacant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	06 September 2024

<u>POST 43/185</u>	:	<u>STERILIZATION OPERATOR PRODUCTION</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R155 148 per annum
<u>CENTRE</u>	:	Mitchells Plain Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts including weekend, public holidays and night duty. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a co-operative way within a team context.
<u>DUTIES</u>	:	(key result areas/outputs): Effective application of sterilisation processes and techniques and promote/ adhere to infection control as well as health and safety regulations. Decontamination, packing and sterilization of instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines & equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.
<u>ENQUIRIES</u>	:	Mr R Geswindt, Tel No: (021) 377-4410
<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. 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. It will be expected of shortlisted candidates to be available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID). Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/186</u>	:	<u>MESSENGER (X2 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in a Registry environment. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Competencies (knowledge/skills): Good communication skills (verbal and written). Basic computer literature. Sound knowledge and experience in handling of mail.
<u>DUTIES</u>	:	(key result areas/outputs): Render general messenger service. Delivering and collecting of post at Post office. Collecting, distributing of documents and mail on different floors. Answering telephones and delivering messages. Collect and deliver printing works.
<u>ENQUIRIES</u>	:	Ms D Mentor, Tel No: (021) 938 4224.
<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 may be subjected to a practical test.
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/187</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Gugulethu CHC, Klipfontein Mitchell's Plain Sub-Structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in the functioning as a driver. Inherent requirement of the job: Valid code (B/EB) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime when required. Willingness to perform standby duties when required. Competencies (knowledge/skills): Ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.
<u>DUTIES</u>	:	(key result areas/outputs): Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.
<u>ENQUIRIES</u>	:	Mr. M Oktober, Tel No: (021) 816-8626
<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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant Driver posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 06 December 2024

POST 43/188 : **GENERAL WORKER: STORES**
West Coast District

SALARY : R131 265 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum requirement: Basic Literacy and numeracy skills. Experience: Appropriate experience in a warehouse environment. Inherent requirements of the job: Must be physically fit and healthy to lift heavy items. Competencies (knowledge/skills): Good communications, interpersonal skills and able to work under pressure. Ability to work independently and in a team.

DUTIES : (key result areas/outputs): Deliver stock to wards and other departments. Ensure issue vouchers are returned to the warehouse to capture and file. Assist clerk with the receipt, pack, unpack and storage according to the standards. Assist asset management with annual verification and physical disposal of items. Assist SCM staff with stock take, general office duties and keep warehouse clean, neat, and tidy to comply with safety regulations.

ENQUIRIES : Mr BJ Jansen, Tel No: (022) 709-5071
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 : 06 December 2024

POST 43/198 : **CLEANER**

SALARY : R131 265 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Ability to read and write. Experience: Appropriate experience in cleaning and waste management. Inherent requirement of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): The ability to do physical tasks and operate heavy duty cleaning. Must have knowledge of routine cleaning processes, and handling cleaning equipment.

DUTIES : (key result areas/outputs): Responsible for cleaning duties i.e.sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Ensure that cleaning equipment is clean after usage and securely stored. Optimal support to supervisor and colleagues. Effectively use of cleaning agents as well as elementary stock control. Effective utilisation of cleaning materials and equipment.

ENQUIRIES : Ms M Wehr, Tel No: (021) 404-4052
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 06 December 2024

POST 43/190 : **PORTER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENT : Minimum requirements: Basic reading and writing skills. Experience: Appropriate Porter/mortuary experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and Public Holidays. Willingness to handle corpses (deceased bodies). Willingness to work overtime when required. Must be of sober habits, physically fit to lift patients/corpse from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Willingness to cover shifts in absence of colleagues. Prepared to work in all departments /wards in hospital and Heideveld EC Hub. Competencies (knowledge/ skills): Good interpersonal and communication skills. Knowledge of safe infection prevention methods. Ability to work under pressure, unsupervised, and in a team context.

DUTIES : (key result areas/outputs): Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/Oxygen bank/treatment areas and assist with shifting of medical equipment to and from rooms. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in the mortuary which include mortuary registers. Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and assist with loading of patients in/out of ambulances/vehicles. Responsible for the cleanliness of trolleys, wheelchairs, and working areas and report any defects to trolleys/wheelchairs to the supervisor and reply to requests from wards/clinics.

ENQUIRIES : Mr M Pedro, Tel No: (021) 377-4327

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”)
<u>CLOSING DATE</u>	:	06 December 2024
<u>POST 43/191</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (24 SESSIONS) (1 YEAR CONTRACT)</u>
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as 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. Competencies (knowledge/skills): Clinical experience with high-risk obstetrics, general gynaecology and basic ultrasound. 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. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.
<u>DUTIES</u>	:	(key result areas/outputs): Outpatient clinics (high risk obstetrics, diabetic clinic, special care clinic, general gynaecology clinic, oncology follow up clinics) and labour ward. General gynaecology theatre lists and emergency and elective caesarean section lists. Teaching and training of under-and postgraduate students, Reports to the Head of General O&G services for service delivery and governance.
<u>ENQUIRIES</u>	:	Prof S Gebhardt, email gsgeb@sun.ac.za Tel No: (021) 938-4638
<u>APPLICATIONS</u>	:	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 Obstetrics and Gynaecology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	06 December 2024