



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 06 OF 2021

DATE ISSUED 19 FEBRUARY 2021

### 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](http://www.thensg.gov.za).

### AMENDMENTS

**DEPARTMENT OF SPORT, ARTS AND CULTURE:** Kindly note the following posts were advertised in Public Service Vacancy Circular 05 dated 12 February 2021: Chief Director: Supply Chain Management Ref No: DSAC-04/02/2021, Chief Director: Financial Management Ref No: DSAC-05/02/2021, Director: Stakeholder Management, Campaigns and Special Projects Ref No: DSAC-08/02/21, Deputy Director: Customer Services Centre Ref No: DSAC-11/02/2021, Assistant Director: Chief Directorate Coordination Ref No: DSAC-16/02/2021 the posts have been withdrawn. Sorry for the inconvenience. **FREE STATE: DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note the post that were advertised in Public Service Vacancy Circular 05 dated 12 February 2021, the closing date will be on the 26 February 2021 at 16h00. Underneath are the contact numbers for Human Resource, enquiries Ms MV Mophethe Tel No: (083) 555 9270.

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## DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

## OTHER POSTS

<b><u>POST 06/01</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: CSP/06/2021</u></b>
<b><u>SALARY</u></b>	:	R869 007 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Social Science or relevant equivalent qualification. 5 years working experience in Stakeholder relations/ partnerships of which 3 years must be at management/ supervisory level (ASD). The Constitution of the Republic of South Africa. Good governance and Batho Pele Principles. Internal performance evaluation and reporting. Government decision making processes, Diversity Management, Performance Management and Monitoring. Public Service Regulations, Government systems and structure. Public Finance Management Act. Understanding of Stakeholder Management. Public Participation Framework. Government Policies. Advanced report writing skills, Policy Presentation, planning and organising skills. Event management skills. Analytical and Decision Making skills. Problem Solving skills and Project Management skills.
<b><u>DUTIES</u></b>	:	Manage the facilitation of Public Private Partnerships. Develop and manage Public Private Partnership's strategy and policies. Manage the facilitation of Public Private Partnerships engagements. Enhance stakeholder Public Private Partnerships. Coordinate and facilitate research and research projects focused on crime prevention with public private partners. Facilitate the implementation of Public Private Partnerships developed policies and strategies. Strengthen public-private partnerships and intergovernmental cooperation on safety crime prevention programs. Coordination, integrate and sustain Public Private Partnerships on crime prevention. Identify and develop database of Public Private Partnerships. Conduct research, develop policy and analyse information on public private partnerships. Develop action plan on stakeholder engagement. Develop concept documents on Public Private Partnerships. Engage stakeholders and report on crime prevention programmes. Identify relevant initiatives through communities to support crime prevention on public private partnerships. Develop and maintain Public Private Partnerships within policing environment. Develop concept document on Public Private Partnerships. Make presentations on research and policy on public private partnerships. Establish and engage reference group. Develop guidelines and recommendations on crime prevention. Develop and review crime prevention programmes to encourage cooperation with public private partnerships strategies at local provincial and national level. Measure the impact of public private partnerships crime prevention initiatives and improve on public private partnerships initiatives and community relations. Promote Public Private Partnerships cooperation on community safety and crime prevention. Develop and maintain Public Private Partnerships relationships within policing environment. Initiate, coordinate, integrate and sustain Public Private Partnerships to support crime prevention through different partnership models. Establish stakeholder relationships and develop a stakeholder engagement plan. Develop concept documents, working group agreements and memorandum of Understanding (MOUs) for public private partnerships campaigns against crime. Ensure alignment of Public Private Partnerships strategy to national policy. Manage and facilitate the implementation of the Public Private Partnerships programmes. Management of crime prevention. Develop and implement plan to manage Public Private Partnerships engagements. Communicate with external stakeholders on Public Private Partnerships. Develop and review crime prevention programmes to ensure dialogue with all public private partnerships relevant stakeholders. Communicate and develop joint plans with provincial Department of safety on Public Private Partnerships. Provide technical assistance in the review of Public Private Partnerships programmes. Develop and maintain productive

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

client and stakeholder relationships. Conduct impact assessment of social crime prevention and community behaviour change programs initiated. Management of physical, human and financial resources.

: Mr BK Shiphamele / Ms NM Sefiti Tel No: (012) 393-4359/2500

: Applications can also be emailed to [recruitment@csp.gov.za](mailto:recruitment@csp.gov.za)

: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

**CLOSING DATE**

: 05 March 2021

**POST 06/02**

: **DEPUTY DIRECTOR: POLICE COMPLIANCE REF NO: CSP/03/2021**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R869 007 per annum

: Pretoria

: National Diploma or Bachelor's Degree in Public Administration/ Social Sciences, Development Studies or relevant equivalent qualification. 3 years' management experience in monitoring and evaluation field. Understanding of monitoring and evaluation strategies, policies and procedures. Use of Audio-visual equipment. Flow-charting software. Monitoring methodologies, Monitoring and evaluation methods. Extensive knowledge and experience in monitoring and evaluation tools and systems. Knowledge of the Constitution of the Republic of South Africa and Batho Pele Principles. Public Service Regulations, Public Service Act, South African Police Act and community structures. Computer Literacy, verbal and written communication skills, presentation skills. Planning and organizing. Problem solving and decision making skills. Applied strategic thinking, facilitation skills and team leadership. Project management.

**DUTIES**

: Develop compliance monitoring policies, guidelines and procedures. Develop and design compliance monitoring tools, guidelines and systems. Develop annual costed monitoring and evaluation plan. Analyses DVA and GBV related legislation and policies in relation to policing mandates. Ensure compliance with Ministerial Directives. Monitor and evaluate SAPS compliance with the Domestic Violence Act (DVA) and other Gender Based Violence (GBV) related legislation and policies. Plan and conceptualise compliance monitoring projects. Coordinate national and provincial compliance monitoring team activities. Guide oversight visit processes. Assess and analyse SAPS compliance levels in relation to legislation, policies and Ministerial Directives. Oversee intervention plans for non-compliance. Coordination and monitoring of special projects. Participate in Intersectoral Committees relating to implementation of DVA and GBV related legislation. Provide complex reports on police compliance. Develop DVA compliance bi-annual reports for presentation to Parliament. Manage the collection and processing of data regarding compliance monitoring. Coordinate and guide data collection processes. Manage the processing and analysis of accurate and reliable data. Ensure the development of oversight monitoring and evaluation database.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

Provide compliance monitoring and evaluation reports with recommendations. Management of Resources, human and financial resources.  
Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 4359/2500  
Applications can also be emailed to [recruitment@csp.gov.za](mailto:recruitment@csp.gov.za)  
Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.NB: Please ensure that your application reaches this office not later than 16h00 on week-days.  
05 March 2021

**CLOSING DATE**

**POST 06/03**

**ASSISTANT DIRECTOR: POLICE PERFORMANCE REF NO: CSP/04/2021**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R470 040 per annum  
Pretoria  
National Diploma/ Bachelor's Degree in Public Administration/ Social Sciences, Development Studies or relevant equivalent qualification. 3-5 years working experience in civilian oversight of police or monitoring and evaluation. Knowledge of the Constitution of the Republic of South Africa, understanding of monitoring and evaluation strategies, policies and procedures, Batho Pele Principles, Public Service Regulations and Public Service Act. Public Finance Management Act, Civilian Secretariat for Police Service Act. SAPS Act and internal performance evaluation and reporting. Computer Literacy, Planning and organizing, presentation, verbal and written communication skills. Problem solving, analytical and decision making skills. Team leadership, report writing and facilitation skills. Project management.

**DUTIES**

Plan and conceptualise police performance projects. Support the development of M&E systems for effective monitoring of SAPS performance. Provide support in the Directorate operational and strategic planning processes. Conduct Research, develop the project proposal and develop project plans. Monitor and report on the implementation of project plans. Provide guidance on police performance plan. Develop data collection instruments / questionnaire, design and develop the questionnaire guidelines. Conduct pilot to ascertain the applicability of the data collection instruments on data collection processes. Conduct tests on the electronic questionnaire to ascertain applicability and synergy with regard to data capturing and validation rules. Conduct oversight monitoring and evaluation of SAPS performance. Develop the travel schedule, collect data using the data collection tools. Provide leadership to the data collection team, ensure completion of data collection tools and conduct quality control and assurance. Develop the report tabulation plan, develop tables, charts and graphs. Analyse monitoring and evaluation data. Compile comprehensive oversight monitoring and evaluation reports. Stakeholder Management. Coordinate monitoring and evaluation partnership activities or stakeholder engagements. Conduct internal and external capacity building initiatives. Provide support for the National Oversight Forum and M&E Forum. Provide support to the projects by Minister of Police and Secretary for Police Service. Consultative meetings with stakeholders. Management of

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

resources (human and financial).

- : Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 4359/2500  
: Applications can also be emailed to [recruitment4@csp.gov.za](mailto:recruitment4@csp.gov.za)  
: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

**CLOSING DATE**

- : 05 March 2021

**POST 06/04**

- : **ASSISTANT DIRECTOR: COMMUNITY OUTREACH PROGRAMME REF NO: CSP/01/2021**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R470 040 per annum  
: Pretoria  
: Bachelor Degree in Social Science or relevant equivalent qualification. 3 year's working experience. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations, Public Finance Management Act and internal performance evaluation and reporting. Understanding of Intergovernmental Relations Frameworks Act, government policies and advanced report writing skills. Policy presentation and policy implementation and evaluation process. Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills. Event management skills and facilitation skills. Team leadership, problem solving skills. Drivers Licence.

**DUTIES**

- : Provide support in the identification of relevant initiatives to promote crime prevention. Engage with stakeholders and communities to identify community safety constraints in various target groups, develop community safety programmes according to identified community safety constraints. Provide support on the development of plans to implement community safety programs in identified communities. Develop and review community outreach programmes. Research comparative community outreach partnership policing theories for best practice on implemented outreach programmes, measure impact of implemented outreach programmes and recommend improved initiatives. Engage in dialogues and other avenues to source inputs, coordinate and align community outreach programmes for implementation in various target groups to ensure synergy. Manage and update database of relevant stakeholders and implemented programmes. Provide support on the facilitation of public participation engagements. Provide logistic support in preparation of public participation engagements and assist with the co-ordination of national and provincial events. Assist with the implementation, follow ups and compiling draft reports with recommendations for implemented public participation engagement plans. Write and present reports with recommendations on the community outreach engagements, assist in the research and analysis of performance of unit functions against plan. Provide support on the reporting for budget and resources. Develop and implement directorate resource monitoring

tool, provide support on monthly compilation of expenditure budget reporting of costs on activities and assist in the development of sub-directorate budget tool.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500  
: Applications can also be emailed to [recruitment1@csp.gov.za](mailto:recruitment1@csp.gov.za)  
: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

**CLOSING DATE**

: 05 March 2021

**POST 06/05**

: **SENIOR ADMINISTRATION OFFICER REF NO: CSP/05/2021**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R316 791 per annum  
: Pretoria  
: National Diploma/ Bachelor's Degree in Public Administration /Management or equivalent qualification. 2-3 years' experience. Knowledge of all applicable legislation, policies, prescripts and procedures. Ability to conduct research and analyse documents and situations. Knowledge of Public Finance Management Act, Supply Chain Management procedures, Public Service Regulations and Personnel Performance Management Systems. An analytical approach to problem solving, strong communication (written and verbal), computer literacy and presentation skills. Project Management. Planning and organising skills. Ability to interact with functionaries at all levels including top management.

**DUTIES**

: Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Director. Ensure the safekeeping of all documentation in the office of the Director in line with relevant legislation and policies. Obtain inputs, collate and compile reports, (e.g. Progress reports, monthly reports and management reports). Scrutinise routine submissions / reports and make notes and/or recommendations for the Director. Respond to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by the Director. Ensure the timely coordination of travel arrangements, manage all administrative matters (e.g. leave register, procurement, etc.). Provide secretariat and personal assistant support. Scrutinise documents to determine actions/information/other documents required for meetings. Records minutes/decisions and communicate to relevant role-players – follow-up on progress made. Support the office the Director DNA board with the administration of the budget. Keep record of expenditure commitments, monitors expenditure and alert the manager of possible over- and under spending.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500  
: Applications can also be emailed to [recruitment5@csp.gov.za](mailto:recruitment5@csp.gov.za)  
: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration

website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/06</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: CSP/02/2021</u></b>
<b><u>SALARY</u></b>	:	R145 281 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET. 7- 12 months relevant experience. Knowledge of fleet operations, knowledge of public transport regulations, knowledge of the relevant emergency procedures and knowledge of customer service principles and practices. Knowledge of Public Service Regulations and Public Service Act, the Constitution of the Republic of South Africa and Batho Pele Principles. Verbal and written communication skills. Professional personal presentation and confidentiality. Ability to work under pressure, confident and independent. Valid driver's license.
<b><u>DUTIES</u></b>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and Documents). Transport passengers and other items to and from (e.g. Mail and documents). Deliver and collects official documents, mail and parcels to the correct destination. Accurately following routes, maps, and direction. Do routine maintenance on the allocated vehicle and report defects timely. Check vehicle each time driving e.g. oil, water etc. Refer vehicle due for service, report mechanical defects and keep the car clean at all times. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Obtain authorisation for vehicle use, fill up required documentation, keep all receipts, necessary prescribed records and log books at all times. Render clerical support/ messenger services in the relevant office. Copy and fax documents. Assist in the registry, assist with any other duties delegated by the supervisor. Ensure proper and secure control over movement of documents.
<b><u>ENQUIRIES</u></b>	:	Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 4359/2500
<b><u>APPLICATIONS</u></b>	:	Applications can also be emailed to <a href="mailto:recruitment2@csp.gov.za">recruitment2@csp.gov.za</a>
<b><u>NOTE</u></b>	:	The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge) is an Institution headed by a retired Judge (S17L(1) (a) and (4) of the SAPS Act, 68 of 1995) to exercise judicial oversight over the investigations conducted by members of the DPCI Police (also known as the Hawks) in circumstances in which members of the public lay complaints that their rights have been violated; and to prevent or address any undue political, or any other nature, interference or influence with the functioning of the Hawks. Note: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-



appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

**CLOSING DATE**

:

05 March 2021

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: [Jobs-HQ2@labour.gov.za](mailto:Jobs-HQ2@labour.gov.za)
- CLOSING DATE** : 05 March 2021 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The fully completed and signed new form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver's license where applicable. The certification must be not older than six (6) months from the date of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you 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. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 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, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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 below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour 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) NB: All attachments must be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

## MANAGEMENT ECHELON

- POST 06/07** : **PROVINCIAL CHIEF INSPECTOR REF NO: IES HR 4/21/02/07HO**
- SALARY** : R1 057 326 per annum (All inclusive)
- CENTRE** : Provincial Office: Eastern Cape
- REQUIREMENTS** : Three-year degree undergraduate B. Degree / B-Tech / Adv. Diploma (NQF7) NQF 7 Qualifications in Chemical Engineering/Electrical Engineering/ Construction Engineering / Mechatronics Engineering / Environmental Health / BCOM Law / LLB Degree / B-Tech in Labour Law / B-Tech in Labour Relations / BCOM Accounting / Auditing. Five (5) years middle management experience.

Three (3) years functional experience in Inspections enforcement / legal or compliance. A valid driver's licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance Management Act, Labour Relations Act, Basic Condition of Employment Act, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contribution Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Presentation, Research, Project Management.

**DUTIES**

: Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Execute IES strategies and directives in the Province. Promote awareness through Advocacy and Education Programmes. Manage the resources within the Inspectorate and Enforcement Unit.

**ENQUIRIES**

: DDG IES: Ms A Moiloa Tel No: (012) 309 4553

**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 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.*

<b><u>APPLICATIONS</u></b>	:	The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria. FOR
<b><u>FOR ATTENTION</u></b>	:	Mr S Ndlovu
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>NOTE</u></b>	:	Applicants with disabilities are encouraged to apply. The old prescribed application for 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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers licence where required. The certification must be within six (6) months. Should you 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. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. 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 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration.

**MANAGEMENT ECHELON**

<b><u>POST 06/08</u></b>	:	<b><u>PROVINCIAL DIRECTOR: NORTHERN CAPE REF NO: 3/1/5- 21/12</u></b> Branch: Intergovernmental Coordination & Stakeholder Management
<b><u>SALARY</u></b>	:	R1 057 326 per annum of which 30% may be structured according to the individual's needs (All-inclusive salary package)
<b><u>CENTRE</u></b>	:	Northern Cape
<b><u>REQUIREMENTS</u></b>	:	Qualification: An appropriate Bachelor's Degree in Communication Science/ Development or equivalent tertiary qualification (NQF level 7 as recognised by SAQA). Experience: At least 5 years' experience at a middle or Senior Management Level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Experience in coordinating multi-media communication campaigns. Sound knowledge of the Public Finance Management Act. Knowledge: Comprehensive knowledge of the Northern Cape Province, including socio-economic and development dynamics as well as the programmes and priorities of Government. Must have a valid driver's license and be computer literate.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and management to the GCIS Provincial Directorate in the Northern Cape Province. Deliver communication campaigns in line with the Government communication programme and provincial

communication programme. Provide support for the extension of the government communication system to the local government sphere. Support provincial government in the rollout and promotion of a government-wide access strategy including the establishment of Thusong Service Centres. Develop and maintain communication partnerships with provincial stakeholders from Government and Civil Society. All the shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment.

**ENQUIRIES**

: Ms M Tshwane Tel No: (012) 473 0188

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

: 08-March- 2021 at 12h00 noon No late applications will be considered.

: Take Note Of The Disclaimer Mentioned On Each Advert During Covid Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the 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 candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

## MANAGEMENT ECHELON

<b><u>POST 06/09</u></b>	:	<b><u>CHIEF RISK OFFICER (GENERAL MANAGER: ENTERPRISE WIDE RISK)</u></b> <b><u>REF NO: GMEWR/2021/02-1P</u></b> Enterprise Wide Risk The purpose of the role is to ensure effective management of the development and implementation of risk strategies, anti-fraud and case management services. One Chief Risk Officer Position (permanent) is currently available at the Government Pensions Administration Agency: Enterprise Wide Risk – Gauteng Region.
<b><u>SALARY</u></b>	:	R1 251 183 - R1 495 956 per annum (Level 14) (all- inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A relevant B degree/B Tech (NQF 7) in Risk Management as recognized by SAQA. A minimum of 10 years' relevant experience in an Enterprise Wide Risk Management (Risk and Fraud) environment - a combination of experience within Corporate Governance, Internal Audit, Forensic and Fraud Prevention will be an advantage. At least five years senior management experience within the relevant field. Proven track record as a Programme Head/Business Head. Candidates who hold membership of the Institute of Risk Managers of South Africa (IRMSA) will be an advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Strategic capability. Service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management. Good communication skills. Knowledge management. Problem solving and analysis. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team player. Knowledge of Benefits Administration. Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Working knowledge of the Committee of Sponsoring Organization of the Treadway Commissions (COSO) Management Framework and Value chain.
<b><u>DUTIES</u></b>	:	The successful incumbent will be responsible for a wide variety of tasks which include, but are not limited to the following: Ensure development and implementation of the Enterprise Risk and Fraud Prevention strategy: Develop, implement and monitor achievement of an effective Business Plan. Oversee the development, implementation and maintenance of Programme policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Programme. Analyze Programme trends and prepare management reports. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Oversee the provision of best practice regarding Programme functions to all stakeholders. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of programme support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Programme policies and procedures. Monitor compliance with relevant legislation throughout all Programme function. Analyze service delivery gaps, challenges and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the Programme at all relevant committees and forums. Proactively identify risks and mitigation thereof. Oversee the analysis of trends and forecasting. Ensure the establishment and maintenance of an appropriate risk management service within the Department: Manage the development and implementation of business continuity and disaster recovery plans. Manage the undertaking of risk assessments to determine the GPAA's current risk exposure. Manage the monitoring and implementation of risk mitigation plans. Manage and ensure performance of risk and compliance audit for the Department. Ensure risk management awareness campaigns. Manage the development, implementation and maintenance of a risk management scorecard, to report risk ratings on a monthly basis. Manage and ensure fraud prevention and case management initiatives for the Department: Ensure the

implementation of the departmental anti-fraud and case management strategies. Ensure fraud and corruption awareness campaigns. Manage the identification of potential fraud and corruption risks. Ensure the Investigation of fraud and corruption business cases. Implementation of the Fraud Hotline Service, ensuring anonymity of staff reporting suspicious activity. Proactively monitor effectiveness of current GPAA and Employer fraud intelligence systems. Manage the investigation of employees' credit histories to identify any high risk employees in a timely manner. Manage all the resources in the Programme: Ensure the development and management of staff within the Programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including Information Systems, Assets, Infrastructure, etc.) within the Programme.

**ENQUIRIES  
APPLICATIONS**

: Application enquiries: (012) 811 1900. Other enquiries Tel No: (012) 319 1102  
: It is mandatory to email your application with the relevant supporting documentation to [gpaa11@ursonline.co.za](mailto:gpaa11@ursonline.co.za) quoting the reference number in the subject heading of the email.

**NOTE**

: # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the 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 applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**OTHER POSTS**

**POST 06/10**

: **STAKEHOLDER AND MEDIA RELATIONS MANAGER REF NO:  
S/MRM/2021/02-1P**  
Corporate Communications

**SALARY  
CENTRE  
REQUIREMENTS**

: R733 257 per annum (Level 11) (total cost to company)  
: Pretoria Head Office  
: A three year National Diploma/B Degree or three year qualification in Communications / Journalism / media relations (at least 360 credits) coupled with 5 years' experience in stakeholder and media relations, with 3 years' experience in a supervisory/management role. Analytical skills, Computer literacy, Problem solving skills, Communications skills (verbal and written), Customer orientated, Ability to communicate at all levels, Outgoing personality, Ability to build strong networking relationships, Work in a team.

**DUTIES**

: The purpose of the post is to render media and stakeholder liaison services in order to enhance the image of the GPAA, GEPP and National Treasury. The successful candidate will be responsible for the following functions and include, but not limited to: Develop and implement effective media policies and plans: Provide input into and implement media liaison plans, reporting back on effectiveness; Develop and implement media liaison policy and ensure internal distribution and adherence; Provide strategic stakeholder/media liaison support and guidance to all business units; Develop framework to guide GPAA, GEPP and National Treasury on the handling of crisis situations. Develop and maintain beneficial relations with the national media and stakeholders: Define and develop formal and informal stakeholder liaison channels; Develop and implement annual media and stakeholder engagement plan in order to



enhance the reputation of the GPAA, GEPP and National Treasury; Maintain inventory of events and transactions related to the media; Organise media related functions and events; Stay abreast of trends and developments in the Industry; Identify all external stakeholders and ensure development and maintenance of comprehensive database. Monitor and evaluate media coverage: Oversee the monitoring and analysis of print and electronic media for any reference to GPAA / GEPP / National Treasury or industry; Develop and implement Issue Management Plan; Report on media coverage, identifying key themes and areas of concern and escalate as needed; Oversee the development and maintenance of effective media coverage database, including all relevant articles (newspapers and online) and ensure accurately catalogued; Monitor the compilation and distribution of newspaper clippings and electronic media articles internally on a daily basis; Manage all contracts with external providers of newspapers, journals, magazines and media reportage statistics and ensure service delivery. Develop and manage correspondence: Liaise with the Publications and Content Specialist regarding the content of all written material, providing input and context as required; Organize and coordinate interviews with the media and stakeholders; Contribute to media topics and articles for the national media; Respond to media queries and distribute media statements; Facilitate print and broadcast education campaigns. Manage and develop staff reporting to this position: Set, agree and monitor performance of direct reports, check that it is aligned with performance agreements; Identify development needs and succession planning requirements and provide coaching and mentoring as appropriate; Allocate work according to the individual workload, expertise, and developmental needs of the individual; Ensure employment equity compliance; Monitor that individual outputs achieve business requirements; Recruit departmental staff using defined processes; Facilitate staff productivity and efficiency, minimizing absenteeism and turnover; Motivate staff through the implementation of various recognition/reward mechanisms; Facilitate communication through appropriate structures and systems; Enable knowledge sharing and knowledge transition processes, including sharing of best practices across the GPAA; Contribute input to performance feedback and coaching of team members. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

**ENQUIRIES** : Application enquiries Tel No: (012) 811 1900. Other enquiries Tel No: (012) 319 1102

**APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to [gpaa14@ursonline.co.za](mailto:gpaa14@ursonline.co.za) quoting the reference number in the subject heading of the email.

**NOTE** : # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the 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. One permanent position for a Stakeholder and Media Relations Manager position is currently available at the Government Pensions Administration Agency: Marketing and Reporting Communications section.

**POST 06/11** : **IT RISK MANAGER: ENTERPRISE RISK REF NO: IT.RM/ER/2021/02-1P**  
Enterprise Wide Risk  
The purpose of the role is to drive the development, implementation and support of IT best practice standards and ensures compliance to deliver secure and reliable systems. A permanent ICT Risk Manager position is currently available at Enterprise Wide Risk Unit in GPAA.

**SALARY** : R733 257 per annum (Level 11) (all inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A recognized three-year Bachelor's Degree or B Tech qualification (at least 360 credits), with six (6) years appropriate proven experience in the field of ICT risk management or Project Management or Enterprise Wide Risk Management environment of which three (3) years' experience in a managerial/supervisory role. Computer literacy, which include a good working knowledge of Microsoft

Office products (Word, Excel and PowerPoint) and Barnowl will be advantage. Knowledge of Risk Management Processes (COSO, ISO31000, 22301), IT Management and Governance Frameworks (COBIT, PRINCE 2), Knowledge of Corporate Governance (King IV), Knowledge of Barn owl system. Knowledge of Prescribed Regulations, Policies – PFMA, Treasury Regulations, Knowledge of Public Service Regulations and other Government prescripts, Analytical and good problem solving skills, Business ethics, Good communication skills both written and verbal, Presentation skills, Good planning and organizing skills, Assertive, Proactive, Approachable and innovative, Team player.

#### **DUTIES**

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage optimal information communication technology security processes: Implement IT security and standards in alliance with all stakeholders (SITA, Service Providers, etc.); Develop IT security requirements specifications; Monitor the maintenance of security breach records; Monitor IT security compliance in all areas; Manage disaster prevention and recovery processes and backup; Implement all IT procedures, standards and policies on procurement of IT equipment, Monitor and evaluate the management and functioning of IT operations: Assess the reliability of existing IT controls against the required standards; Monitor the IT systems and controls in order to identify potential risks; Evaluate identified IT risks and escalate the awareness; Communicate with all stakeholders on a regular basis with regard to identified risks; Provide awareness sessions to all staff; Conduct regular IT security systems risk audit; Develop, maintain and communicate the GPAA IT Risk Management strategy to maximize awareness and compliance: Develop and implement IT risk management strategy that meets organisational objectives and aligns with GPAA's overall strategy; Measure the effectiveness of risk preventative strategies on an on-going basis and make recommendations to review and amend the strategy appropriately; Report back to key internal stakeholders at regular intervals to ensure that strategy is fit for purpose; Conduct risk awareness sessions relating to IT Risks. Monitor system security and information ownership: Monitor patch management of systems, anti-virus and applications; Ensure upgrading of IT security anti-virus software; Monitor system logs for breaches of security and initiate remedial actions; Monitor the adherence of security standards by all stakeholders.

#### **ENQUIRIES**

: Application enquiries Tel No: (012) 811 1900. Other enquiries Tel No: (012) 319 1356

#### **APPLICATIONS**

: It is mandatory to email your application with the relevant supporting documentation to [gpaa13@ursonline.co.za](mailto:gpaa13@ursonline.co.za) quoting the reference number in the subject heading of the email.

#### **NOTE**

: # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer) Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the 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.

#### **POST 06/12**

: **ASSISTANT MANAGER: CONTACT CENTRE REF NO: ASM/CC/2020/10-1P/2021-02 RA**

Client Relationship Management

The purpose of this role is to ensure a successful running of the call centre unit within the GPAA. One permanent position of Assistant Manager: Contact Centre is currently available at the Government Pensions Administration Agency: Client Relationship Management Section – Gauteng Region

#### **SALARY CENTRE REQUIREMENTS**

: R376 596 per annum (Level 09) (Basic salary)  
: Pretoria Head Office  
: A recognized three-year Bachelor's Degree/N Dip or equivalent three year qualification (minimum of 360 credits) coupled with at a minimum of four (4) years' in Client Relationship Management/ Contact / Call Centre environment / Customer Enquiry Services experience which include at least 2 years supervisory experience preferably within a Call Centre environment. Knowledge of Employee benefits. Knowledge of Client Relations Management.

		Knowledge of GEPF services and products. Knowledge of Call Centre Performance Management. Knowledge of MS Office products. Customer service centered. Operational excellence. Analytical skills. Customer relations skills. Problem solving skills. Outstanding communications skills. Presentation skills. Supervisory skills. Interpersonal skills. Decision making and good judgment. Organisational skills. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty.
<b><u>DUTIES</u></b>	:	The incumbents will be responsible for a wide variety of tasks which includes the following but not limited to: Monitor Call Centre Team: Oversee effectiveness of team members and motivate them; Assist team members to provide the best professional call centre and enquiry resolution services; Ensure that overall team performance targets are met and service provided at the required standard; Communicate and monitor team performance targets; Promote an environment of coaching by leading by example, rectifying incorrect conduct and sharing skills; Ensure team members exceeds customer and stakeholder expectations at all times; Identify patterns of queries and complaints and follow up with the business units; Manage the training requirements of team members and ensure alignment to overall training and development plans; Compile report and give feedback to the manager. Update team members and relevant stakeholders with any changes regarding Rules or Legislations: Keep team members up to date with any changes and revisions regarding rules or legislation; Ensure that all relevant policies and procedures are communicated and implemented in the Call centre; Ensure that the latest/most updated information is relayed to clients and stakeholders. Handle all escalated queries: Assist team members with complex queries; Manage all escalated queries and liaise with the relevant business units; Allocate and handle written enquiries; Ensure that emails, web queries and faxes are responded to within an agreed turnaround time; Ensure continuous system update after every customer interaction. Manage and develop staff: Manage the performance of the unit, which involves coaching, mentoring and take corrective action (including disciplinary action) where required, develop performance standards and evaluates team and individuals; Monitor staff regarding human resources such as leave, recruitment and grievances (keeping records); Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Mapule Mahlangu on Tel No: (012) 399 2639
	:	It is mandatory to email your application with the relevant supporting documentation to <a href="mailto:gpaateam@fempower.co.za">gpaateam@fempower.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	# Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer) Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the 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
<b><u>POST 06/13</u></b>	:	<b><u>ASSISTANT MANAGER: FUNCTIONAL TRAINING REF NO: ASM/FT/2020/10-1P/2021/02RA</u></b> Business Support Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09) (basic salary)
	:	Pretoria Head Office
	:	A degree or equivalent three year qualification (with minimum 360 credits) in ICT or Human Resource Management or Human Resource Development or Public Administration coupled with a minimum of four (4) years' relevant demonstrated/practical experience in facilitation of Technical and/or Functional Training. A valid driver's license is mandatory, at least two years old (a certified copy must accompany the application). Computer literacy that would include a good working knowledge of Microsoft Office products. Above average presentation skills which will be assessed during shortlisting phase – detail which will be communicated with shortlisted candidates. Knowledge of Employee benefits schemes and funds. Knowledge of Skills Development Act

and related legislation. Working knowledge of IT environment. Knowledge of GPAA services and products. Knowledge of MS Office products. Knowledge of Training and Development. Business analytical skills. Leadership and managerial skills. Organizing and problem solving skills. Communication skills (verbal and written). Project management. Presentation skills. Customer oriented. Ethical business conduct. Ability to communicate at all levels. Ability to take responsibility. Ability to work under pressure. Deadline driven. Ability to work in a team.

## **DUTIES**

: The purpose of this role is to implement Line Functional Training in GPAA. The incumbents will be responsible for a wide variety of tasks which includes the following but not limited to: Planning of Functional Training processes and activities: Conduct functional training needs analysis; Design/update functional training manuals; Implement effective nominations of learners; Implement effective preparations of training venues before training (computers network is working, applications tested and verified, access to applications secured). Implement delivery of needs based Line Function Training: Ensure compliance to the quality system as prescribed in the functional training prescripts; Implement effective and efficient facilitation of training (actual training); Implement effective and efficient evaluation of training (Reaction, Learning, Behavioural and Results); Implement the administration of Line Function training events: Implement effective administering of assessments; Implement effective marking of assessments; Implement effective development of learner's transcripts/reports; Ensure development of certificates after training; Capture learner's results on internal learner records database; Prepare quarterly functional training reports; Safe keeping of learner's training records; Oversee the collection and provisioning of stationery and refreshments in the unit. Compilation and presentation of service delivery performance reports: Give inputs to compilation of comprehensive operational plans, quarterly and annual reports; Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended; Report on learner training performance after each training event.

## **ENQUIRIES APPLICATIONS**

: Ms Mapule Mahlangu on Tel No: (012) 399 2639  
: It is mandatory to email your application with the relevant supporting documentation to [gpaateam@fempower.co.za](mailto:gpaateam@fempower.co.za) quoting the reference number in the subject heading of the email.

## **NOTE**

: # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the 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. One permanent position of Assistant Manager: Functional Training is currently available at the Government Pensions Administration Agency: Business Support Service Section– Gauteng Region.

## **POST 06/14**

: **SAO: SYSTEM ADMINISTRATION AND SUPPORT REF NO: SAO/SAS/2019/08-1P/2021/02RA**  
ICT

The purpose of the post is to supervise System Administration and Support processes and activities for the GPAA. One SAO– System Administration and Support position is currently available at the Government Pensions Administration Agency: Business Support Division. This position will be filled as a permanent position.

## **SALARY CENTRE REQUIREMENTS**

: R316 791 per annum (Level 08) (basic salary)  
: Pretoria Head Office  
: A three year National Diploma/B Degree or equivalent three year qualification (at least 360 credits) coupled with 3 years working experience in the system Administration and Support field of which one year was in a supervisory/managerial role. The supervisor will be required to work outside normal working hours to attend to GPAA Calendar items, to attend to pensioner increases, annual actuarial activities and migration events. The supervisor will also be required to work outside normal working hours to support employees working overtime and attending to GPAA client relationship management

	activities. Knowledge of Employee benefits schemes and funds, Applicable legislation, Working knowledge of IT environment, GEFP services and products, Microsoft Office products, Applicable Testing Methodology and/or related testing courses. Business Analytical skills, Attention to detail, Advanced knowledge of Excel spreadsheets, Emotional intelligence, Integrity, Leadership skills, Organising and problem solving skills, Communication skills (written and verbal), Customer orientated, Ability to communicate at all levels, Ability to take responsibility, Ability to work under pressure, Ability to adapt easily to change
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for the following functions and include, but not limited to: Supervision of System Administration and Support processes: Provide System Access (Allocate new user, updating of existing users, resetting of passwords and archiving users); Create and maintenance of profiles; Release programs between Pre-production and the Production Environments and updating of code files; Liaise with external parties such as Home Affairs (DoHA), Actuaries and External Auditors; Control and in some cases execute the complete System Development Life Cycle (SLDC) for new business system solutions, system errors and system corrections, enhancements and new system releases. Ensure and maintain application forms, co-ordinate the generation of exception reports and correct data errors revealed from the extract of Actuarial data, assist with the implementation of Annual pension increases. Supervision of staff: Supervision of staff, allocate work according to skills and competencies, manage staff performance, develop, train and coach staff, maintain discipline, provide monthly statistics, ensure that subordinates are informed about changes in work environment or management decisions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr Ismael Radebe on Tel No: (012) 399 2299 : It is mandatory to email your application with the relevant supporting documentation to <a href="mailto:john@isilumko.co.za">john@isilumko.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	: # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the 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.
<b><u>POST 06/15</u></b>	: <b><u>STOREKEEPER: ICT SERVICE ASSETS AND CONFIGURATION REF NO: SACS/ICT/2021/02-2C</u></b> (12 months contract) ICT Section The purpose of the post is to maintain and manage the ICT store room and remove old ICT equipment from GPAA offices. Various contract Storekeeper positions for ICT Service Assets and Configuration are currently available at the Government Pensions Administration Agency: ICT Division on a 12 months contract.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R257 508 per annum (Level 07) plus 37% in lieu of benefits : Pretoria head office : A three year National Diploma or Degree in Logistics/Purchasing/ICT related (at least 360 credits) coupled with 2 years working experience in Asset management and stores/Provisioning Administration. GPAA services and products (will be an advantage). Knowledge Management. ITIL (will be an advantage). Analytical skills. Interpersonal skills. Motivational skills. Negotiation skills. Problem solving skills. Accuracy and detail orientated. Deadline driven. Ability to communicate at all levels. Team player and ability to work independently. Customer service management. Proactive and self-starter. Ability to handle pressure. Maintain personal and professional development. Computer literacy in Microsoft Office package.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for the following functions and include, but not limited to: Receiving and Safekeeping of goods in GPAA: Receive, store, pack and unpack goods from stores; Facilitate carrying and/or moving goods; Delivering and conveying parcels or goods to be shipped to the

GPAA Regional Offices; Collect ICT equipment from GPAA stores and confirm that the goods match the delivery note; Delivery of ICT equipment that need to be shipped to Regional Offices to the GPAA Dispatch, obtain all signatures on the BSS8 form; Mark packaging clearly with receiving contact details and Arrange to barcode all ICT equipment when new equipment is received. Manage the old ICT Equipment in line with assets management legislations: Collect old ICT equipment from GPAA Head Office users; Ensure that ICT equipment meet an acceptable standard; Removal of obsolete Desktop and Laptops Hard Drives from all ICT equipment received from the business units in the Head Office and Regional Offices, for disposal purposes; Clean all ICT equipment before issuing to GPAA users. Manage the ICT Stores in GPAA: Keeping the ICT storerooms clean; Maintaining tidy and accurately marked racks and shelves; Conduct stores inventory counts; Keep storeroom clear of empty containers, and ICT equipment and shelves packed neatly; Pack shelves neatly and mark all shelves clearly as per product range; Maintain the disposal store inventory. Compile Reports: Send weekly updated stock reports; Assist GPAA Auditors to search for ICT equipment not accounted for and Update audit spreadsheets.

**ENQUIRIES  
APPLICATIONS**

: Ms Alletah Mashiane on Tel No: (012) 319 1218  
: It is mandatory to email your application with the relevant supporting documentation to [rhone@telebest.co.za](mailto:rhone@telebest.co.za) quoting the reference number in the subject heading of the email.

**NOTE**

: # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the 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.

**POST 06/16**

: **PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION  
PROCESSING REF NO: PBAP/EB-OPS/2021/02-2C**

(12 months contract)

Employee Benefits

The purpose of the role is to provide administrative support for the processing and payments of claims. Various 12 months contract positions for Processors (EB Administrators) at EB Operations (different units i.e. Funeral Benefits, Pensioner Maintenance, etc.) are currently available at the Government Pensions Administration Agency.

**SALARY  
CENTRE  
REQUIREMENTS**

: R208 584 per annum (Level 06) plus 37% in lieu of benefits  
: Pretoria Head Office  
: An appropriate three (3) year tertiary qualification (at least 360 credits) (preferably in administration/finance) with 18 months proven experience in the administration/processing of Retirement fund/Employee Benefits Or Senior Certificate (with either Mathematics or Accounting as a passed subject) with 3 years proven experience in administration/processing of Retirement fund/Employee Benefits. Experience of the MS Office package, with particular focus on MS Excel. Knowledge of standards and procedures of claims processing. Knowledge of HR matters. Stakeholder management. Analytical thinking. Financial management. Good communication skills. Attention to detail. Customer orientation. Creative thinking. Negotiation skills. Logical thinking. Production driven.

**DUTIES**

: The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: Process Claims: Review applications/claims received for various types of exits or claims. Check that all supporting documentation is attached as per the requirements of the specific claim. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member's information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case, routing the calculation last point. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload

supporting documentation for benefit payments, ensuring accuracy. Checking whether beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the various Funds/schemes. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms Felicia Mahlaba Tel No: (012) 319-1455
- : It is mandatory to email your application with the relevant supporting documentation to [gpaateam@fempower.co.za](mailto:gpaateam@fempower.co.za) quoting the reference number in the subject heading of the email.

**NOTE**

- : # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer) Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the 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.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*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.*

<b><u>CLOSING DATE</u></b>	:	08 March 2021
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> completed and signed New Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be in a PDF format and limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. 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 for all SMS applicants. 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. 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

<b><u>POST 06/17</u></b>	:	<b><u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: 21/18/CFO</u></b>
<b><u>SALARY</u></b>	:	R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree/National Diploma in Commerce, Accounting, Supply Chain Management or equivalent qualification at (NQF level 6); 3 years' related financial/asset experience at supervisory/management level; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Accounting Systems, Asset Management system and other relevant prescripts; Knowledge of Asset Management framework; A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Research and analytical skills; Contract and SLA drafting skills; Strong negotiation skills; Collaborative and excellent people skills; Have flair in legalities and attention to detail and accuracy; Proactive and innovative skills; the ability to work independently and under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Develop framework for Contract management including Supplier Performance Management function; Implement a disciplined contracts lifecycle management (CLM) culture; Facilitate negotiations process and contracting services; Provide Service level Agreement (SLA) drafting services; Provide support to SCM governance structures; Develop SCM performance management plan and report thereof (efficiency analysis, improvement, standard process and templates); Develop and implement SCM document management framework (e-filing structure, security, classification, repository, collaboration and automation); Monitor and evaluate performance against Departmental procurement goals; Detect SCM non-compliance, identify risks, propose mitigation plan and report progress thereof; Develop procedures for the implementation of National Treasury SCM reforms on SCM related case law; Research and liaise with legal services, state attorney's office, competition commission and or public protector on SCM related case laws, precedents and verdicts to shape and inform policy development; Solidify



		a business case for the development of the SCM CLM module to enable end-to-end management and real-time monitoring of SCM performance; Manage the movement of new and old assets; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J. Maluleke Tel No: (012) 315 1090
	:	Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ21-18-CFO@Justice.gov.za">DOJ21-18-CFO@Justice.gov.za</a>
<b><u>POST 06/18</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY (LP5- LP6) REF NO: 21/33/SA</u></b>
<b><u>SALARY</u></b>	:	R510 432 – R774 663 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney: Cape Town
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting system and trust accounts; The right of appearance in the High Court of South Africa; Understanding of the State's policies and transformation object as we as the Constitution of South Africa; Experience in conveyancing will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal) with ability to moderate and lead people; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Represent the State in litigation and Appeal in the High Court, Magistrates' Court, Labour Court, Land Claims, Tax and Tax Tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Attend to liquidation and insolvency queries, conveyancing and notarial services; Provide supervision and training to other professional staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. E. Seerane Tel No: (012) 315 1780
	:	Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ21-33-SA@justice.gov.za">DOJ21-33-SA@justice.gov.za</a>
<b><u>NOTE</u></b>	:	1. People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Law Society must accompany the application.
<b><u>POST 06/19</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: 21/23/MAS</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Master Of the High Court: Bloemfontein
	:	Bachelor's Degree/ National Diploma or equivalent qualification in finance; 3 years relevant experience in finance environment; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions (DFI), Public Service Act and other related prescripts; A valid driver's license. skills and competencies: Supervisory skills; Planning and organizing (including time management); Leadership qualities, problem solving and decision making skills; Ability to interpret and apply policy; Computer literacy (MS Office); Communication skills (verbal and written); Team work oriented; Ability to work under pressure and independently in a highly pressurized environment; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Oversee verification of applications received and ensure daily payments; Administer and manage guardians fund and compile reconciliation statement; Facilitate approvals of payments timeously; Prepare report on fraud cases and interest losses; Check and verify guardian funds, banking and financial registers and reports; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S. Maeko Tel No: (012) 315 1996
	:	Quoting the relevant reference number, direct your application to: email address: <a href="mailto:DOJ21-23-MAS@justice.gov.za">DOJ21-23-MAS@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 06/20</u></b>	:	<b><u>ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 21/34/SA</u></b>
<b><u>SALARY</u></b>	:	R301 452 – R847 047 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney: Cape Town
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; A certificate of good standing from the relevant Law Society; At least 2 years appropriate post qualification legal/litigation experience; At least 2 years notary experience will be an added advantage; A valid driver's license. Skills and competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Key Performance Areas: Draft, prepare and register conveyancing and Notarial documents; Give effect to the Department's Strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistics required; Perform functions normally performed by a conveyance and notary.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr E. Seerane Tel No: (012) 315 1780
	:	Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ21-34-SA@Justice.gov.za">DOJ21-34-SA@Justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<b><u>POST 06/21</u></b>	:	<b><u>ASSISTANT MASTER, MR3- MR5 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Mthatha Ref No: 21/29/MAS
	:	Cape Town Ref No: 21/31/MAS
<b><u>REQUIREMENTS</u></b>	:	LLB Degree or four years 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian's Funds and resources in the office; Ensure continuous quality improvement of processes and policies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S. Maeko Tel No: (012) 315 1996
	:	Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ21-29-MAS@justice.gov.za">DOJ21-29-MAS@justice.gov.za</a> <a href="mailto:DOJ21-31-MAS@justice.gov.za">DOJ21-31-MAS@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
<b><u>POST 06/22</u></b>	:	<b><u>ESTATE CONTROLLER EC1 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R198 411 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Bloemfontein Ref No: 21/22/MAS
	:	Mthatha Ref No: 21/25/MAS
	:	Cape Town Ref No: 21/30/MAS
<b><u>REQUIREMENTS</u></b>	:	An LLB degree or recognized four years legal qualification. skills and competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S. Maeko Tel No: (012) 315 1996
	:	Quoting the relevant reference number, direct your application to:

Email Address: [DOJ21-22-MAS@justice.gov.za](mailto:DOJ21-22-MAS@justice.gov.za)  
[DOJ21-25-MAS@justice.gov.za](mailto:DOJ21-25-MAS@justice.gov.za)  
[DOJ21-30-MAS@justice.gov.za](mailto:DOJ21-30-MAS@justice.gov.za)

**NOTE**

: People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

**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**

: 08 March 2021

**NOTE**

: All applicants must be SA citizens/ permanent residents. Applications must be submitted on a new Z83 form obtainable from any public service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than six (6) months, including Drivers' licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance and one of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. We thank you for the interest shown in MISA.

**MANAGEMENT ECHELON****POST 06/23**: **DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE  
PROCUREMENT REF NO: MISA/D-FCIP/01****SALARY**

: R1 057 326 – R1 245 495 per annum Total cost package

**CENTRE**

: MISA Head Office, Centurion

**REQUIREMENTS**

: An appropriate 3-year Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 5-10 years' experience at a middle management level within Supply Chain Infrastructure Procurement. 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: Engineering and professional judgement. Contract Management, Engineering, legal and operational compliance, Knowledge of Supply Chain Management for Infrastructure Projects, Government systems and structures, Co-operative governance systems and legislation, Local government transformation and Knowledge of local socio-economic infrastructure.

**DUTIES**

: The successful candidate will perform the following duties: Be responsible for stakeholder management for both Infrastructure Delivery Management System (IDMS) and Framework Contracts. Capacitate municipalities with the implementation of the IDMS. Develop Demand Management Plan for framework contracts. Establish framework contracts for infrastructure procurement. Ensure that framework contracts are published on the National Treasury website. Develop process flow for utilization of framework contracts by municipalities and other organs of state. Oversee and manage development of the User manual for framework contracts. Oversee and monitor utilization of framework contracts. Facilitate and manage the development of stakeholder management plan for framework contracts. Facilitate the development of framework contracts roll out plan to municipalities. Manage the implementation

of the framework contracts roll out plan. Facilitate and manage development of national framework for contracting. Generate monthly reports on framework contracts.

**ENQUIRIES** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

**APPLICATIONS** : Please forward your application, quoting the relevant reference number, to: [MISA-D-FICP-01@multilead.co.za](mailto:MISA-D-FICP-01@multilead.co.za)

#### **OTHER POSTS**

**POST 06/24** : **CHIEF ENGINEER (CIVIL) REF NO: MISA/CE: C/03**

**SALARY** : R1 042 827 - R1 978 146 Total cost package per annum (OSD)  
**CENTRE** : KwaZulu-Natal

**REQUIREMENTS** : An appropriate Degree in Civil Engineering (B Eng/ BSc Eng/ BTech Eng) or equivalent relevant qualification at NQF 7, with Six (6) years' post-qualification experience in Civil Engineering and registered as professional Engineer/ Technologist with ECSA. 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** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

**APPLICATIONS** : Please forward your application, quoting the relevant reference number, to: [HR-CE-02@multilead.co.za](mailto:HR-CE-02@multilead.co.za)

**POST 06/25** : **ASSISTANT PROVINCIAL MANAGERS REF NO: MISA/APM/02 (X9 POSTS)**

**SALARY** : R733 257 – R863 748 per annum (Total cost package)  
**CENTRE** : Gauteng, Mpumalanga, Western Cape, Eastern Cape, Free State, KwaZulu-Natal, Northern Cape, Limpopo and North West.

**REQUIREMENTS** : An appropriate 3 years Degree in Civil Engineering/ Electrical Engineering or equivalent relevant qualification at NQF level 7 with 3-5 years' experience 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 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.

<b><u>ENQUIRIES</u></b>	:	Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:MISA-APM-02@multilead.co.za">MISA-APM-02@multilead.co.za</a>
<b><u>POST 06/26</u></b>	:	<b><u>REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: MISA/RC: HRM/04</u></b>
<b><u>SALARY</u></b>	:	R173 703 – R204 612 per annum
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate Senior certificate or equivalent relevant qualification 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.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide registry services: Receive and register hand delivered files and documents, keep good record, and maintain registers. Render an effective filing and record management services: Opening and closing files according to record classification system, correct allocation of reference numbers according to the approved file plan, filing/ storage, tracing (electronically/Manually) and retrieval of documents and files, complete index cards for all files, Ensure safe custody of all records. Process documents for archiving and/or disposal: Sort and package files for archives and distribution, Compile list of documents to be archived and submit to the supervisor, Dispose and transfer qualifying material to national archives. Distribute and collect documents on HRM & D matters.
<b><u>ENQUIRIES</u></b>	:	Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:MISA-RC-HRM-04@Multilead.Co.Za">MISA-RC-HRM-04@Multilead.Co.Za</a>

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

*The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.*

**APPLICATIONS**

- : **Head Office Applications:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. For Attention: Ms. NP Mudau
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056 For Attention: Mr. SS Mdlaka
- Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town For Attention: Ms. N Mtsulwana
- Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria For Attention: Ms. A Mafa/ Ms K. Tlhapane
- Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ Khotsa

**CLOSING DATE**  
**NOTE**

- : 05 March 2021 at 16H00
- : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the 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 below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance. Note: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

## OTHER POSTS

<b><u>POST 06/27</u></b>	:	<b><u>DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: JUSTICE AND COMMISSIONS REF NO: 2021/31</u></b>
<b><u>SALARY</u></b>	:	R869 007 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Marketing & Communication, Public Administration, Client Relationship Management, Project Management, Built and/or Construction Sciences. Extensive middle management experience in the field of key account management within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.
<b><u>DUTIES</u></b>	:	To manage the accommodation requirements of the Justice and Commissions portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; Issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Justice and Commissions regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Justice and Commissions - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Justice and Commissions clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial 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. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub directorate. Plan and allocate work. Quality control the work delivered by employees.
<b><u>ENQUIRIES</u></b>	:	Ms. J Pardesi Tel No: (012) 406 2091
<b><u>POST 06/28</u></b>	:	<b><u>DEPUTY DIRECTOR: IT PROJECTS REF NO: 2021/32</u></b>
<b><u>SALARY</u></b>	:	R869 007 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)



<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Information Technology. Relevant experience in Information Technology project management at ASD level. Project Management Certificate. Knowledge of Project Management Body of Knowledge (PMBOK) Framework, Information Technology policies and standards, Contract Management, Applications and Server Infrastructure management, Information Technology Audit and Governance, Procurement processes, Computer systems analysis and Compilation of management reports. Skills: Ability to work independently. Ability to oversee the phase's implementation of ICT projects and communication including managing project risks and issues. Problem solving. Training, Research. Ability to work under pressure. Good interpersonal relationship. Willing to learn new technologies. Ability to communicate at all levels.
<b><u>DUTIES</u></b>	:	Design and implement an appropriate project management framework: - Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project, goals, scope, costs, standards, specifications and service levels according to organisational objectives. Develop project's business cases, TORs, work plans and revise as appropriate to meet changing needs and requirements. Interact with the NBAC and other governance structures. Identify resources needed and assign individual responsibilities. Monitor the project in line with the project plan: - Monitor project management efficiencies according to organisational goals and direct or redirect for the attainment of organisational objectives. Ensure effective utilisation of allocated resources allocated. Effectively apply methodology and enforce project standards to minimise risk. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Ensure project management administration: - Ensure regular progress meetings with the project team. Reports on projects progress, offers viable solutions and opportunities as they arise. Foster partnerships with stakeholders. Implement change practices. Manage IT Projects Sub-directorate:- Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan and report on progress as required. Knowledge of Public Finance Management Act. Mr. B. Zwane, Tel No: (012) 406 1578
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 06/29</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC ENTITIES: INTERGOVERNMENTAL RELATIONS REF NO: 2021/33</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Finance or Public Administration, plus extension practical experience in public entities oversight. Good understanding of strategic planning, as well as monitoring and evaluation process of Government: Excellent knowledge of the Public Finance Management Act (Act 1 of 1999) and Treasury Regulations; Good knowledge of legislation applicable to the four public entities and six Built Environment professionals' councils reporting to the Department of Public Works and Infrastructure (DPWI); Computer literacy with particular emphasis on MS Office (WORD, PowerPoint and Excel); Proven skills in coordination, analysis, communication (verbal and written), problem solving and interpersonal relations; Ability and willingness to work under pressure and meet tight deadlines; Ability to work independently and as part of a team; Maintain confidentiality of information.
<b><u>DUTIES</u></b>	:	Ensure alignment between planning process of all DPWI public entities and the DPWI mandate (including the Government Programme of Action); analyse the DPWI public entities' strategic plans, quarterly and annual reports and ensure alignment with Government's quarterly and annual reporting requirements; Coordinate the departmental review on the performance of its public entities; Facilitate the appointment of new board/council members for the Department's public entities and professional councils and the filling of vacancies in the boards and councils; Facilitate regular reporting to the Executive Authority on all matters concerning the public entities boards/councils; Facilitate the resolution of Governance challenges confronting the public entities' boards and councils; Facilitate the resolutions of matters brought to the attention of the Executive Authority by any member of public; Facilitate payment of Government Grant to the Schedule 3A public entities and other public institutions where applicable; Monitor legislative compliance by all public

<b><u>ENQUIRIES</u></b>	:	entities reporting to the Department. Mr M Mashaba Tel No: (012) 406 1671
<b><u>POST 06/30</u></b>	:	<b><u>DEPUTY DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2021/34</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in the Financial (Project Budgets) or administrative fields and relevant experience in project budget administration. Extensive knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports from the WCS system. Sound budgeting, financial, programme management and administrative skills with specific reference to the Capital and Repair and refurbishment budgets. Recommend appropriate interventions in the management of the Capital and Repair and Refurbishment budgets. Possess analytical and problem-solving skills. Have an understanding of the various facets of the built environment with specific reference to the Programme Management environment. Knowledge of the PFMA, PMDS and all other relevant legislation. Excellent communication and training abilities. Computer literacy in MS Office (with specific reference to MS Word, MS Excel and MS Outlook). A valid driver's licence as well as the willingness and ability to travel as and when required.
<b><u>DUTIES</u></b>	:	Facilitate monitoring of the Implementation Programmes and monthly expenditure reports for forced tender dates, correct cash flow projections and expenditure. Budget control of the Capital, Repair and Refurbishment and Recoverable budgets for all Head Office projects. Budget analysis, control and monitoring of expenditure. Report shortages or surplus of funds to the relevant units within the Department. Provide budget inputs on requirements for the Capital Works, Repair and Refurbishment and Recoverable budgets for Head Office projects. Facilitate the liaison/communication with Client Departments and Regional Offices for additional budget requirements. Distribution of the monthly Programme Management Schedules to all executing units and return to the relevant Head Office stakeholders on or before the set deadlines for completion. Co-ordinate and solve of problems, complete budget reports/submissions/presentations as required. Ensure the data integrity of WCS with relevance to all budget related matters. Training of staff.
<b><u>ENQUIRIES</u></b>	:	Ms J Prinsloo, Tel No: (012) 406 1220
<b><u>POST 06/31</u></b>	:	<b><u>SENIOR SYSTEM ANALYST REF NO: 2021/35</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Information Technology, Computer Science or Related fields. Extensive relevant experience on Systems Analysis on compiling Technical and Functional Specification and management experience, Knowledge of Business Process principle, practices, technique and tools, Knowledge and appreciation of business concept and requirements, Ability to develop and deliver presentation, Ability to create, compose and edit written materials, Knowledge of change management, Performance management, Ability to manipulate and analyse information to support decision making, Interpretation of policies, guidelines etc. Research, Analytical and Problem Solving on Business Systems and Technical Architecture, Risk Analysis, Service Delivery, Quality Assurance and Innovative, Planning and Organizing, Conduct JAD sessions Good verbal and written communication, Ability to communicate at all levels, Creative and Independent person, A valid driver's licence.
<b><u>DUTIES</u></b>	:	The effective management of business needs information gathering processes- consult with clients to identify their business requirements; consult with staff and users to identify operating procedure problems; undertake investigations and researches on business requirements; undertake the analysis of business information needs; The provision of procurement management support together with State Information Technology Agency- development of tender document specifications and pricing schedules; assist with the facilitation of tender adjudication processes; inform winning tenderer

on the outcome of the tender processes; The provision of solutions and quality assurance on solutions provided on business needs- develop information system specifications based on business needs; install and maintain business information systems; ensure that all solutions provided conform to standards set; analyse and test computer programs and systems to test the quality of solution provided; The provision of effective management support service to the directorate- coordinate the installation of computer programs and tests thereon; Facilitate training on systems and infrastructure projects; Draft and review SLA's; undertake feasibility studies on solutions; monitor compile reports on Service Level Agreements; the effective management of financial resources allocated to the section. Knowledge of Public Finance Management Act. Supervise and Develop staff.

**ENQUIRIES** : Mr BS Zwane Tel No: (012) 406 1578

**POST 06/32** : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2021/36**  
(36-Month Contract)

**SALARY** : R733 257 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Financial Management/Financial Accounting. CA (SA) or equivalent qualification will be an added advantage. Extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Shortlisted candidates will be subjected to an assessment. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

**DUTIES** : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

**ENQUIRIES** : Ms N Kani Tel No: (021) 402 2087

**POST 06/33** : **ASISSTANT DIRECTOR: CLIENT SUPPORT MANAGER REF NO: 2021/37**

**SALARY** : R470 040 per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification in Information Technology/Information Systems or equivalent ICT qualification (relevant working experience in an IT environment). Expert knowledge of ICT governance frameworks and an understanding of System Development Life Cycle. ICT technical professional certifications (A+, N+, Ms Proficient level) will be advantageous. Knowledge of Networks Infrastructure, IT Governance, Procurement processes, Computer systems analysis, various IT equipment, software, call logging systems and

		general IT troubleshooting and Public Finance Management Act. Possess strong verbal and written communication. The candidate must demonstrate high interpersonal and report writing skills. Possess tact, good ethics and high level of diplomacy. Hands-on team approach and have ability to take initiative. An exposure to ICT client / customer services environment will be an added advantage. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and ensure the implementation of Information Technology related Client Relations Management strategies-: Drive the delivery of high quality client services across the organisation and become the single entry point of contact for all users' complaints. Manage the relationship between business units and ICT. Coordinate the schedules and allocation of tasks to the technicians. Enable the support team to carry the day-to-day tasks. Keep up to date with new developments in the information technology field; development of client relations management strategies; ensure that all stakeholders adhere to the developed client relations management strategies; Ensure provision of frontline ICT support for users-: manage the system for logging, monitoring and resolving ICT systems-based problems; liaise and interact with users on call logging procedures; monitor and ensure timeous resolution of all calls logged through the call centre; oversee and ensure that technicians attend to all calls logged; Identify opportunities to deliver a high level of customer experience and satisfaction-: improve the quality of support delivered to users through the ongoing review of services provided; make sure team/unit staff understand expected goals and acknowledge success; identify resource needs and ensure goals are achieved within budget and deadlines; Undertake quality assurance testing across systems, platforms and devices and to ensure compliance with appropriate accessibility guidelines. Supervise employees to ensure an effective service delivery-: General supervision of employees; Allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance and conduct discipline supervisees and Prepare reports. Communicate Technology and systems related issues to ICT clients.
<b><u>ENQUIRES</u></b>	:	Ms L Skhosana Tel No: (012) 406 1286 / (012) 492 2317
<b><u>POST 06/34</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITIONS REAL ESTATE MANAGEMENT SYSTEMS REF NO: 2021/38</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Port Elizabeth Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Property-related disciplines or equivalent qualifications in the Built Environment/Real Estate, with relevant experience. Knowledge of procurement policies and directives. Knowledge of the Public Financial Management Act. Knowledge of contract administration, property trends and financial administration. Computer literacy. Analytical thinking. Good communication/writing skills. Driver's licence.
<b><u>DUTIES</u></b>	:	Establish the availability of funds for client departments. Inspect and select suitable accommodation according to the requirements of the client departments. Update the Property Management System. Compile monthly reports regarding procured and leased accommodation. Administer lease portfolios and lease agreements. Present submissions related to leasing to bid committees. Conduct the Component's monthly report meetings. Support the financial administrative processes of the section. Negotiate and manage renewals of the leased accommodations.
<b><u>ENQUIRIES</u></b>	:	Ms S. Minne Tel No: (041) 408 2067
<b><u>POST 06/35</u></b>	:	<b><u>ASSISTANT DIRECTOR: UTILIZATION AND CONTRACT ADMINISTRATION REF NO: 2021/39</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Real Estate/ Property Science/ Urban & Regional Planning or related appropriate qualification with appropriate experience in Property Management and/or information systems or fixed asset management environment. Knowledge of property related legislation. Computer literacy, good communication and interpersonal skills. Good written, analytical and financial skills. Willingness to travel extensively. A valid driver's license is a pre-requisite.
<b><u>DUTIES</u></b>	:	Conduct physical verification to ensure that state owned properties are utilized

		efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stake holders and units to ensure that property information is captured correctly and in good time. Assist in the preparation of reports to top management and all relevant stake holders. Liaise with client departments to ensure optimal utilization of state owned properties. Supervision of staff. Comply with the requirements of the PFMA.
<b><u>ENQUIRIES</u></b>	:	Mr. Y.T. Siweya Tel No: (015) 291 6415
<b><u>POST 06/36</u></b>	:	<b><u>ASSISTANT DIRECTOR USER DEMAND MANAGEMENT (VARIOUS CLIENT DEPARTMENTS) REF NO: 2021/40 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in the Built Environment, Real Estate Management, Marketing, Commerce or equivalent in Administration field with extensive appropriate experience in client relations. The ideal candidate should have strong strategic planning, programme management and client relations skills. An understanding of the different facets of the built environment and property industry is essential. Sound budgeting, project management and financial management skills. Knowledge of Works Control System. Computer literacy. Knowledge of PFMA. Ability to work under pressure, think analytically, innovative and self-motivated. Good verbal and written communication skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the Key Account Management as a contact point between the National Department of Public Works & Infrastructure and assigned client departments. Assist with the consolidation and compilation of accommodation related information in reporting to the client. Ensure monitoring and implementation programmes for leased accommodation, capital works and planned maintenance services. Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset plans and budget. Ensure efficient turnaround times on strategic initiatives and programme related reports. Facilitate and minute regular forum meetings with client departments. Advice, interact and source information from client departments and departmental service providers. Assist with the implementation and management of Service Level Agreements. Give inputs towards the compilation and implementation of annual business plans for the Directorate. This post will require official travelling and the incumbent must be willing and able to travel as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms J Smith PH Cell No: (084) 632 4344
<b><u>POST 06/37</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL REPORTING (PMTE) REF NO: 2021/ REF NO: 2021/41</u></b> (36-Month Contract)
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Financial Accounting or equivalent qualification plus extensive relevant finance experience, GRAP or accrual accounting practical experience performed within the last 4 years. Audit articles will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
<b><u>DUTIES</u></b>	:	Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Implement efficient and effective systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses,

commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the monitoring of the audit action plan. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for drafting responses to audit findings. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

**ENQUIRIES**

: Ms N Kani Tel No: (021) 402 2087

**POST 06/38**

: **ASSISTANT DIRECTOR: SCM ACQUISITION REF NO: 2021/42**

**SALARY**

: R376 596 per annum

**CENTRE**

: Polokwane Regional Office

**REQUIREMENTS**

: A three year tertiary qualification (NQF 6) in Supply Chain Management/ Finance/ Procurement or related field plus relevant supervisory level experience in Supply Chain Management and Procurement Management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

**DUTIES**

: Manage and supervise the Procurement Office. Co-ordinate the procurement and processing of bids. Scrutinise specifications. Co-ordinate the compilation agenda for the Bid and Sub-bid Committees. Compile accurate minutes of the proceedings of the bid and sub-bid committees. Advise the Bid and Sub-bid Committees on procurement processes and prescripts. Assist the Head of SCM on all on all Procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decisions made by sub-bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub-bid Committees of all decisions taken. Maintain records for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinising bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM. Manage and supervise subordinates.

**ENQUIRIES**

: Mr M. Ntshani Tel No: (015) 291 6444

**POST 06/39**

: **ASSISTANT DIRECTOR: BUDGETS REF NO: 2021/43**

**SALARY**

: R376 596 per annum

**CENTRE**

: Pretoria Regional Office

**REQUIREMENTS**

: A three year tertiary qualification (NQF 6) in Accounting/ Finance related. Appropriate budgeting experience. Knowledge of transversal systems applicable in the Public Service. Ability to implement systems and exercise control to ensure sound financial management. Understanding of PFMA and relevant Government regulations and policies. Computer literacy, with emphasis on working with spreadsheets and report writing.

**DUTIES**

: Ensure effective monitoring, evaluation and reporting on the budget. Compile progress reports and submit to Management for financial reporting. Ensure that budget estimates or proposals are complete, accurate and conform to established procedures, regulations and departmental objectives. Analyze the entire Regional Office budget and expenditure reports. Provide regular feedbacks to Line Functions and recommendations regarding interventions. Confirm availability of funds against procurement procedures and payments. Compile, coordinate and capture the budget projections from Line Managers on BAS. Co-ordinate revised budget inputs from line managers. Coordinate shifting of funds. Advise Managers on their spending patterns in line with their projections and their expenditure. Ensure that correct SCOA codes are used every time procurement is made. Attend to Audit queries.

**ENQUIRIES**

: Mr M. Selepe Tel No: (012) 310 5194

<b><u>POST 06/40</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: DEFENCE &amp; OTHERS REF NO: 2021/44</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Financial and/or Public Administration, Marketing, Real Estate Management or Built environment. A minimum of three years relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver's licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.
<b><u>DUTIES</u></b>	:	You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: Justice and Commissions. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.
<b><u>ENQUIRIES</u></b>	:	Ms L. Swanevelder Tel No: (012) 406 1118
<b><u>POST 06/41</u></b>	:	<b><u>STATE ACCOUNTANT FINANCIAL PLANNING REF NO: 2021/45 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Financial Management, Accounting or equivalent qualification. Relevant experience in budgeting and planning. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; budgeting. Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.
<b><u>DUTIES</u></b>	:	Assist in consolidation of budget costing and funding inputs from regions and head office; Assist with the monthly budget review meetings, assist with the allocation of funds to executing units, administer budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the reconciliation of the expenditure from WCS and SAGE and with the verification of the Day to Day Maintenance services on PMIS.
<b><u>ENQUIRIES</u></b>	:	Mr. D Meintjes Tel No: (012) 406 1250

<b><u>POST 06/42</u></b>	:	<b><u>SECURITY ADMIN OFFICER: PHYSICAL SECURITY REF NO: 2021/46</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Security Management, Extensive relevant experience in security management and supervisory experience. Valid grade C Psira registration valid driver's licence. Knowledge: Relevant security legislation and the Minimum Information Security Standards (MISS), Classification of sensitive information, Conduction of Threats and Risk assessment (TRA), and conduction of security plan during departmental events, good communication and supervisory skills. Effective report writing. Computer literacy, record keeping, filing, duty roster.
<b><u>DUTIES</u></b>	:	Manage the administrative functions of physical Security. Develop and implement duty roster, Supervise Senior Security officers and performance, Management of the security officers, Keeping records, Assist with procurement of service, Assist in monitoring budget and resources, Assist in managing private security contracts, conduct Inspection visits to guarded sites, Subordinates, develop and maintain all relevant Security databases, records and security registers, Supervise access control and protection of assets, Personnel and sensitive information.
<b><u>ENQUIRIES</u></b>	:	Mr T Marageni Tel No: (012) 406 1632
<b><u>POST 06/43</u></b>	:	<b><u>ADMINISTRATION OFFICER: ACQUISITIONS – SCM REF NO: 2021/47</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Supply Chain Management, Finance or Logistics. Relevant working experience in supply chain management. Knowledge and experience in the application of the legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of government procurement systems. Excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile and update quotations register for approved procurement strategy. Compile and check bids and quotations administrative responsiveness criteria. Keep record of all minutes and approved submissions on file; monitor validities of closed tenders; writing monthly reports on tenders evaluated; assist with opening of envelopes after closing date for tenders; Capture tenders & quotations awarded on departmental procurement toolkit & NT website. Contact and fax the contractor call-out request for emergency work. Inform the relevant project manager regarding the appointment on site. Ensure proper maintenance of call-out in terms of emergency. Check and validate submissions before submitting to the sub-Bid Committee; process and bind documentation received from evaluation committee for submission to sub-bid committee and distribution to committee members, arrange sub-bid committee meetings with all role-players; take minutes at the sub-bid committee meetings; distribute adjudicated submissions to relevant units. Open envelopes after closing dates for tenders. Assist with general office administration functions.
<b><u>ENQUIRIES</u></b>	:	Ms R.M. Motimele Tel No: (015) 293 8060
<b><u>POST 06/44</u></b>	:	<b><u>CLEANER: FACILITIES MANAGEMENT REF NO: 2021/48 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office (X2 Posts) Naphuno Magistrate Court (X2 Posts) Groblersdal Magistrate Court (X1 Post) Sibasa Regional Court (X1 Post) Mutale Magistrate Court (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 3 / or Grade 10 certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.
<b><u>DUTIES</u></b>	:	Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe



		environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.
<b><u>ENQUIRIES</u></b>	:	Ms. N.A. Sipungela Tel No: (015) 291 6389
<b><u>POST 06/45</u></b>	:	<b><u>TRADESMAN AIDS: PRETORIA WORKSHOP REF NO: 2021/49 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 Certificate or Abet level 4 Certificate plus general experience of workshop practices and clerical services. Good communication, leadership and organizational skills. Code 8 driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	The incumbent will assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, electrical and boiler operating and cleaning of equipment. Assists Artisans with obtaining quotations related to equipments and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.
<b><u>ENQUIRIES</u></b>	:	Mr J. De wit Tel No: (012) 321 7104

## SOUTH AFRICAN POLICE SERVICE



## OTHER POSTS

<b><u>POST 06/46</u></b>	:	<b><u>SECRETARY</u></b>
<b><u>SALARY CENTRE</u></b>	:	R173 703 per annum (Level 05)
	:	Component: Office of the Section Head: Contract Management: Supply Chain Management, Silverton, Pretoria Ref No: SCM95/2021
	:	Component: Office of the Section Head: Procurement Management: Facility Management: Supply Chain Management, Silverton, Pretoria Ref No: SCM96/2021
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific functions of the post Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) Be proficient in at least two official languages, of which one must be English Must be a SA citizen Must have no previous convictions or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Appropriate/ relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint will be an advantage.
<b><u>DUTIES</u></b>	:	Core Functions: Provide secretarial support functions to the Section Head Type reports, letters, memoranda and monitor flow of documents to and from the office of the Sections Head Manage the diary of the Section Heads for internal and external engagements Co-ordinate travel arrangements, including accommodation and subsistence allowances Maintain an updated filing system for the office of the Section Head Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date Handle routine correspondence , send and receive e-mails and faxes immediately Answer and make telephone calls on behalf of the Section Head and take messages professionally Provide support during meetings and workshops involving the office of the Sections Head.
<b><u>ENQUIRIES</u></b>	:	Can be directed to PPO Chetty Tel No: (012) 841 7876 or PO Kola Tel No: (012) 841 7456
<b><u>APPLICATIONS</u></b>	:	Due to restriction of movement as a result of COVID-19, application forms can be e-mailed to Only One of the following e-mail addresses: TrishaChetty@saps.gov.za or KolaFN@saps.gov.za. No further e-mail correspondence will be entertained after submission of application. Applications forwarded by post to be addressed to: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For attention PPO Chetty), Hand delivered applications can be submitted to The Divisional Commissioner: SCM, 117 Cresswell Road (cnr Cresswell and Pretoria Road), Silverton, Pretoria (For attention PPO Chetty) at the box available at the main entrance to the premises.
<b><u>NOTE</u></b>	:	Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted all instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The Z83 previously utilized will no longer be accepted the post particulars and reference number of the post must be correctly specified on the application form comprehensive Curriculum Vitae must be submitted together with the application form. Due to current lockdown restrictions, uncertified copies will be accepted of an applicant's ID, Senior Certificate and all educational qualifications obtained together with Academic Record thereof and service certificates of previous employers stating the occupational period must also be submitted and attached to the application form. Certified copies will be obtained during the course of the selection process Qualifications will be subjected to verification checking with the relevant institution. The South African Police Service will verify the residential address of applicants and conduct reference checks All short-listed candidates will be subjected to fingerprint screening Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Persons who retired due to medical

reasons, may however be considered if they can provide recent and conclusive proof of recovery Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview. Short-listed candidates will be subjected to security clearance Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful Appointments will be made in terms of the Public Services Act, 1994 (Act 103 of 1994) as stipulated The South African Police Service is under no obligation to fill a post after advertisement thereof Short-listed candidates for appointment to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register of Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to the post The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.

<b><u>CLOSING DATE</u></b>	:	12 March 2021 at 14:00
<b><u>POST 06/47</u></b>	:	<b><u>SECRETARY REF NO: POP 01/2021</u></b> Component: Public Order Policing
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Maupa Naga Sunnyside
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions of the post; Be in possession of a Senior Certificate (Grade 12). Be proficient in at least two official languages, of which one must be English; Must be a SA citizen. Must have no previous convictions or cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprints verification; Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
<b><u>DUTIES</u></b>	:	Type reports, letters, memorandum and monitor flow of documents to and from the office of the Sections Head. Manage the diary of the Component Head for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain an updated filing system for the office of the Component Head. Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Component Head and take messages professionally. Provide support during meetings and workshops involving the office of the Component Head.
<b><u>ENQUIRIES</u></b>	:	can be directed to Captain Mashau Tel No: 012 400 3787 & Warrant Officer Modiba 012 400 3802
<b><u>APPLICATIONS</u></b>	:	Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to the following e-mail address: <a href="mailto:Postpromonodal@saps.gov.za">Postpromonodal@saps.gov.za</a> . No further e-mail correspondence will be entertained after submission of application
<b><u>NOTE</u></b>	:	Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID and all other educational qualifications. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. Appointment will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related

Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applications must be mailed timeously. Late applications will not be accepted or considered.

**CLOSING DATE**

:

12 March 2021 at 16:00.

### STATISTICS SOUTH AFRICA

*Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.*

<b><u>APPLICATIONS</u></b>	:	All applications must be submitted online on the following link: <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>NOTE</u></b>	:	Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be uploaded on the system. General information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/smspre-entry-programme/">https://www.thensg.gov.za/training-course/smspre-entry-programme/</a> . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

### MANAGEMENT ECHELON

<b><u>POST 06/48</u></b>	:	<b><u>CHIEF DIRECTOR: RESEARCH AND INNOVATION REF NO: 01/02/21HO</u></b>
<b><u>SALARY</u></b>	:	R1 251 183 per annum (Level 14) (All-inclusive Remunerative Package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A NQF level 7 qualification in Mathematics/Statistics/Economics/Econometrics/ Geography/ Social Sciences, At least 6 years relevant experience of which 5 years must be at senior managerial level, Training in Project Management, Statistical packages and management courses is essential, Extensive experience in using statistical or general programming language, Experience in qualitative research, statistical analysis and presentations, Extensive quantitative research experience, Knowledge of national and international standards and practices, Experience in leading and managing transformation, change and diversity, Experience in corporate strategy, operational planning and management and leadership, Broad knowledge of object oriented analysis and design methods, A valid driver's license.
<b><u>DUTIES</u></b>	:	Lead the development of the strategic and operational plans, policies and procedures for the chief directorate, Provide leadership in research, validation, interpretation and presentation of qualitative and quantitative data related to statistical areas, Develop a research agenda for the chief directorate, Facilitate research into production systems, processes, new statistical methods and emerging statistical practices, Liaise with audit structure to address identified weaknesses in respect of internal controls, Facilitate research aimed at establishing new statistical products, Provide leadership in the cultivation of a culture in research and innovation within the organisation by overseeing, monitoring, advising and supporting research work in the organisation, Liaise with internal and external stakeholders and contributing to dialogue in research

		topics, Provide strategic leadership in the management and monitoring of the budget and resources of the chief directorate.
<b><u>ENQUIRIES</u></b>	:	Ms M Montsho Tel No: (012) 310-4889
<b><u>POST 06/49</u></b>	:	<b><u>DIRECTOR: LABOUR RELATIONS REF NO: 12/02/21HO</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (level 13) (All-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Labour Law; Labour Relations; Human Resources and or Industrial Psychology. Management of conflict, law of evidence, handling negotiations and understanding the employment contract. At least six years of experience in labour relations. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. An innovative thinker who is assertive, ability to manage power, understanding diversity and a good balance between empathy and assertiveness as well as counselling skills. Ability to handle stressful situations. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.
<b><u>DUTIES</u></b>	:	Manage grievance processes. Facilitate appeals against the outcomes of the disciplinary proceedings. Manage and monitor the application of the disciplinary process in the department. Manage dispute resolution mechanisms and labour unrest. Manage effective collective bargaining. Manage staff and other resources. Ensure the development of policies
<b><u>ENQUIRIES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 06/50</u></b>	:	<b><u>DIRECTOR: CONTENT DEVELOPMENT AND ANALYSIS REF NO: 02/02/21HO</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics; Demography; Econometrics; Economics and or Social Science. Training in statistical analysis, project management, SAS training. Proven experience in data analysis and report writing and quantitative research. At least six years of experience data analysis. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. Customer focussed, strategic thinker, ability to handle multiple and complex tasks, strong conceptual, analytical and numeric ability. Ability to handle stressful situations. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.
<b><u>DUTIES</u></b>	:	Ensure the development of strategic, business and operational plans for the component. Ensure development of the content for all surveys and related modules within the division. Ensure development and testing of survey instruments, procedures and guidelines for labour statistics related surveys. Manage data analysis and report writing. Oversee research and recommending appropriate methodologies for the production of labour statistics. Liaise and provide statistical support relating to labour statistics to internal and external stakeholders. Manage training in collaboration with Survey
<b><u>ENQUIRIES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 06/51</u></b>	:	<b><u>DIRECTOR: LARGE BUSINESS UNIT REF NO 03/02/21HO</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Accounting, Business Economics, Statistics and or Economics. Training in project management. Proven experience in the statistical production process, at least six years. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. Customer focussed, strategic thinker, ability to handle multiple and complex tasks, strong conceptual and analytical skills. Ability to handle stressful situations. Willingness to work under pressure and long hours

<b><u>DUTIES</u></b>	:	to meet deadline. Willingness to travel.
	:	Ensure the development of strategic, policy, standard operating procedures and operational plans for the component. Manage the profiling of enterprise groups on the business sampling frame. Provide technical leadership through research on relevant business register topic. Liaise and provide support relating to internal and external stakeholders. Manage staff, budget and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr N Jones, Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 06/52</u></b>	:	<b><u>DIRECTOR: STATISTICAL SUPPORT AND INFORMATICS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package)
	:	Northern Cape- Kimberly Ref No: 04/02/21NC
	:	Gauteng Provincial Office Ref No: 05/02/21GP
	:	KZN Provincial Office Ref No: 06/02/21KZN
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Mathematics, Statistics, Social Studies, Demography and or Geography. At least six years proven experience in the statistical production process, data analysis, map reading and report writing. Training in project management. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. Customer focussed, strategic thinker, ability to handle multiple and complex tasks, strong conceptual and analytical skills. Ability to handle stressful situations. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.
<b><u>DUTIES</u></b>	:	Ensure the development of strategic, policy, standard operating procedures, process mapping and operational plans for field operations in the province. Manage of all SSI activities in the province and projects. Develop and coordinate advocacy strategies. Identify provincial priorities and provide inputs into provincial development indicator framework. Liaise and provide support relating to internal and external stakeholders. Manage staff, budget and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 06/53</u></b>	:	<b><u>DIRECTOR: RISK MANAGEMENT REF NO: 07/02/21HO</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package)
	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Business Administration; Accounting, Risk Management, Auditing, Internal Control and or Financial Management. At least six years proven experience in Risk Management, Quality Improvement Management, Business Administration, Internal Audit and or Finance. Five (5) years of experience at a middle management level. Proficiency in accounting principles, audit standards and techniques, especially pertaining to government accounting. Knowledge of MS Office Suite. A valid driver's license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. Proficiency in the interpretation and application of Acts, Regulations and Policies. High standard of honesty objectivity and diligence. Ability to handle stressful situations. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.
<b><u>DUTIES</u></b>	:	Ensure the development, initiation and implementation of efficient and effective risk management programmes in line with the PFMA and best practises. Improve an automated risk management process. Ensure the development and implementation of organisational risk management programme. Embedding risk management culture within Stats SA and facilitate the strategic and operational risk assessment. Ensure the development of business continuity management processes within Stats SA. Manage staff, budget and other resources.
<b><u>ENQUIRES</u></b>	:	Mr N Jones Tel: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 06/54</u></b>	:	<b><u>DIRECTOR: FIELD OPERATIONS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package)
	:	Northern Cape- Kimberly Ref No: 08/02/21NC
	:	Eastern Cape Office Ref No: 09/02/21EC

<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Mathematics, Statistics, Social Studies, Demography and or Geography. At least six years proven experience in the statistical production process, data collection and monitoring, map reading, survey methodology and report writing. Training in project management. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. Customer focussed, strategic thinker, ability to handle multiple and complex tasks, strong conceptual and analytical skills. Ability to handle stressful situations. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.
<b><u>DUTIES</u></b>	:	Ensure the development of strategic, policy, standard operating procedures, process mapping and operational plans for field operations in the province. Manage integrated Fieldwork Operations for all surveys and Census in the province. Ensure and promote good governance in the area of fieldwork operations. Liaise and provide support relating to internal and external stakeholders. Manage staff, budget and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr N Jones, Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 06/55</u></b>	:	<b><u>DIRECTOR: CRIME AND SAFETY STATS REF NO: 10/02/21HO</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics; Demography; Economics, Development Studies and or Social Science. Training in statistical analysis, project management, SAS Programming and SAS Enterprise guide training. Proven experience in report writing and survey methodology. At least six years of experience survey methodology and questionnaire design. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. Customer focussed, strategic thinker, ability to handle multiple and complex tasks, strong conceptual, analytical and numeric ability. Ability to handle stressful situations. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.
<b><u>DUTIES</u></b>	:	Manage the development of instruments and designing of survey methodology. Manage the development, editing and imputation systems. Oversee the development and dissemination of crime statistics. Ensure the production of thematic reports and present research papers. Manage staff, budget and other resources. Liaison with internal and external stakeholders
<b><u>ENQUIRIES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 06/56</u></b>	:	<b><u>CHIEF SURVEY STATISTICIAN: PRICE STATISTICS REF NO: 12/02/21</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive Remunerative Package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An Honours degree in Economics/Econometrics/Statistics/Mathematics/ Data Science and/or Accounting, At least five years' experience in complex data management and analysis; report writing and presentation to users of data, Knowledge of Specialist Statistical techniques and Price data, Advanced training in SAS and experience in other software packages is essential, Knowledge of MS Office Suite, A valid driver's license, High level of numeracy, written and verbal communication and good interpersonal skills, High level capability in excel and statistical packages, analysis and interpretation of data, coding of computer applications, Accuracy and paying attention to detail, Ability to plan work and meet timelines, independent worker, innovative thinker, effective communicator.
<b><u>DUTIES</u></b>	:	Meet the needs of external stakeholders for complex analysis of price data and engagement on methodologies, Research, develop and recommend appropriate data sources and methodologies for new price indices, Research, develop and recommend appropriate data sources and methodologies for existing price indices (CPI, PPI, CMPI, XMUVI), Render technical guidance in the development of quality standards and data analysis framework, Mentor and provide on the job training for staff.
<b><u>ENQUIRIES</u></b>	:	Ms M Montsho Tel No: (012) 310-4889



**POST 06/57** : **DIRECTOR PRODUCER PRICE INDEX (PPI) OPERATIONS REF NO: 13/02/21**

**SALARY** : R1 057 326 per annum (Level 13) (All-inclusive Remunerative Package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An NQF 7 degree in Economics/ Statistics/ and/or Accounting, At least five years' experience in data collection, processing and analysis of large samples; report writing and presentation to users of data, proven track record and reputation for driving strategic planning, monitoring and reporting on an organisational level, Development of user-friendly products and outputs, Knowledge of MS Office Suite and SAS, A valid driver's license, High level of numeracy, written and verbal communication and good interpersonal skills, High level capability in excel and statistical packages, analysis and interpretation of data, coding of computer applications, Accuracy and paying attention to detail, Ability to plan work and meet timelines, independent worker, innovative thinker, effective communicator.

**DUTIES** : Manage team performance and budget, and ensure compliance to financial and human resources directives and legal frameworks , Liaise with internal and external stakeholders, Direct the collecting of price data from producers, Manage the processing ,editing and verification of price data, Ensure the maintenance of samples of businesses and products and Mentor and provide on the job training for staff.

**ENQUIRES** : Ms M Montsho Tel No: (012) 310-4889

#### **OTHER POST**

**POST 06/58** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 11/02/21HO (X2 POSTS)**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A three year tertiary qualification in Labour Relations, Labour Law, Human Resource Management/Industrial Psychology or related. At least 2-4 years' experience in the field of labour relations. Knowledge of prescripts governing labour relations. Knowledge of MS Office Suite. A valid driver's licence. Good Interpersonal skills, written and verbal communication. Ability to work under pressure and long hours. Willingness to travel.

**DUTIES** : Conduct grievance procedures. Handle disciplinary measures. Facilitate appeals against the outcomes of the disciplinary proceedings. Deal with disputes and labour unrest. Coordinate and compile case management issues.

**ENQUIRIES** : Mr N Jones, Tel No: (012) 310-4880. To [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)

## DEPARTMENT OF TRADITIONAL AFFAIRS

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

**CLOSING DATE** : 12 March 2021

**NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID and copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Candidates may be required to undergo a competency assessment. Candidates of persons whose appointment will promote representivity will receive preference. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

## MANAGEMENT ECHELON

**POST 06/59** : **CHIEF DIRECTOR: RESEARCH & INFORMATION MANAGEMENT REF NO: 2021/02**  
(Research Policy & Legislation Branch)

**SALARY** : R1 251 183 per annum (An all-inclusive remuneration package) (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines

**CENTRE** : Pretoria

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

**DUTIES** : The successful candidate will perform the following duties: Oversee, implement and monitor implementation of traditional affairs legislation, regulations, norms and standards and policies. Oversee management of information on traditional affairs legislation implementation and compliance and maintenance of a database of traditional and Khoi-San leadership and communities. Establish and oversee systems for monitoring implementation of legislation and regulations w.r.t traditional and Khoi-San leadership disputes and claims. Oversee the processing of traditional and Khoi-San leadership disputes and claims. Support role players in the implementation of traditional affairs legislation and provide administrative support to the Commission on Khoi-San Matters.

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

**APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor Pencardia 1 Building or [DTARecruitment@cogta.gov.za](mailto:DTARecruitment@cogta.gov.za)

**FOR ATTENTION** : Director: Human Resource Management

<b><u>POST 06/60</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES REF NO: 2021/03</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13), (An all-inclusive remuneration package) (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor of Law (LLB) degree or equivalent qualification (NQF level 7) plus 5-10 years' experience at middle/senior legal admin officer or senior management level in the legal field. Certificate for entry into the Senior Management Services (SMS). Extensive knowledge of the Traditional Leadership sector. A valid driver's licence. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Applied Law, Legislative analysis, review and drafting skills, contract drafting and management. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide legal opinions to the Department on the interpretation of legislation and matters affecting the mandate of the Department. Manage and advise on litigation matters and ensure legal compliance by the Department. Manage and coordinate legal contracts, opinions, agreements, MOU's and provide advice. Provide advisory and consultancy services on corporate governance processes within the Department and the National House of Traditional Leaders.
<b><u>ENQUIRIES</u></b>	:	Mr OM Aphane Tel No: (012) 336 5856
<b><u>APPLICATIONS</u></b>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2 <sup>nd</sup> Floor Pencardia 1 Building. <a href="mailto:DTARecruitment@cogta.gov.za">DTARecruitment@cogta.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Director: Human Resource Management

**DEPARTMENT OF TRANSPORT**

*Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.*

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: [Recruitment@dot.gov.za](mailto:Recruitment@dot.gov.za).
- CLOSING DATE** : 05 March 2021
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

**MANAGEMENT ECHELON**

- POST 06/61** : **DIRECTOR: RAIL SAFETY REGULATION REF NO: DOT/HRM/2021/09**  
(Branch: Rail Transport)  
(Chief Directorate: Rail Regulation)  
(Directorate: Rail Safety Regulation)  
(Sub-Directorate: Rail Safety Regulation)
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive salary package) of which 30% may be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF level 7 qualification in Transport Economics, Engineering or Legal qualification as recognised by SAQA and an SMS pre-entry certificate with relevant experience in transport and drafting legislation and or regulations of which 5 years should be at middle management level. Experience in rail will be an added advantage. Note: The following will serve as strong recommendation: Strategic Capability & Leadership: Provide a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment: Manage and encourage people, optimise their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Change Management: Initiate, support and

champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Knowledge and Skill: Compile management reports PFMA, Communication: Verbal & Written communication - English - above average, Computer literacy, Governance related to information. Financial Management: Compile and manage budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Client Orientation and Customer Focus: Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. General Comments: Must be willing to work overtime and travel frequently.

## **DUTIES**

: The successful candidate will: Develop the Rail Safety Regulatory Framework. Develop and amend the Railway Safety Regulator Act. Develop appropriate Regulations related to the above Act. Ensure effective implementation of Railway Safety Regulator Act, 2002 by relevant Entities. Facilitate the development of standards for the rail industry. Develop a safety permit fee regime model. Co-ordinate rail safety initiatives between relevant stakeholders. Benchmark the performance of rail entities and strategies with other Regulators. Represent the Department in regional and international structures on rail safety. Provide guidance and adequate support to staff and ensure capacity development of staff in the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate infrastructure spending plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the Directorate. Set budget levels. Monitor the planning, organising and delegation of work. Monitor, analyse & evaluate the performance of corporate communication. Ensure monitoring & evaluation is carried out in all areas of the Branch.

## **ENQUIRIES**

: Ms. Hlengiwe Ngwenya Tel No: (012) 309 3313

## **OTHER POSTS**

## **POST 06/62**

: **DEPUTY DIRECTOR: RAIL SAFETY REGULATION REF NO: DOT/HRM/2021/10**  
(Branch: Rail Transport)  
(Chief Directorate: Rail Regulation)  
(Directorate: Rail Safety Regulation)  
(Sub-Directorate: Rail Safety Regulation)

## **SALARY CENTRE REQUIREMENTS**

: R869 007 per annum (Level 12) (All-inclusive salary package)  
: Pretoria  
: A recognised NQF level 6/7 qualification in Transport Economics, Engineering or Legal qualification with relevant experience in transport and drafting legislation and or regulations of which 3 years should be at middle management level, coupled with 5 years relevant experience. Experience in rail will be an added advantage. Knowledge And Skills: Knowledge of Public Service Regulations/Acts; An understanding of Intergovernmental relations; Transport Economics; Computer literacy; Good interpersonal skills; Public Transport; Good communication skills (verbal and written); Analytical & Problem-solving skills; Risk Management; Organising skills; Project Management. General Comments: Must be willing to work overtime and travel frequently.

## **DUTIES**

: The successful candidate will: Design and develop a rail monitoring and evaluation system. Develop a web-based solution for monitoring and evaluation. Collect and validate Rail performance data. Conduct annual analysis of sector performance based on annual reporting against targets and produce an annual Rail Report. Liaise with rail industry on issues through industry forums including the Rail Safety Regulator, Transnet, PRASA and other operators. Develop Rail Safety Regulations in conjunction with rail stakeholders. Implement rail safety regulations. Monitor the effectiveness of rail regulations. Conduct research on international best practices on rail safety regulations. Research international best practices on rail logistics. Develop a rail logistics strategy in conjunction with stakeholders. Implement the strategy.

		Ensure alignment between road and rail by developing and exploiting the necessary synergies. Monitor strategy effectiveness. Develop ToR's for tenders. Assist with the compilation of the budget. Compile strategic and operational plans. Manage projects through effective project management principles. Manage the assets of the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Hlengiwe Ngwenya Tel No: (012) 309 3313
<b><u>POST 06/63</u></b>	:	<b><u>DEPUTY DIRECTOR: MANUFACTURERS IMPORTERS AND BUILDERS</u></b> <b><u>REF NO: DOT/HRM/2021/11</u></b> (Branch: Road Transport) (Chief Directorate: Road Transport Regulation) (Directorate: Compliance) (Sub-Directorate: Manufacturers Importers and Builders)
<b><u>SALARY</u></b>	:	R869 007 per annum (Level 12). (All-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognised NQF level 6/7 Bachelors of Administration in Licensing Practice as recognised by SAQA, Plus five (5) years' experience. Experience in monitoring and evaluation of manufacturers importers and Builders (MBI) of motor vehicles and Abnormal Loads will be considered and added advantage. A valid unendorsed code B or EB driving licence. The following competences and attribute are essential: Extensive knowledge of the National Road Traffic Act, Act of 93 of 1996 and its Regulations, Extensive knowledge of South African National Standards (SANS) codes and all relevant legislation pertaining to Manufacturers Importers and Builders and Abnormal Loads. Extensive knowledge of the role and duties of the Inspectorate for Manufacturers Importers and Builders. Computer literacy. Advanced communication skills (written and presentation). Operational, planning, facilitation and management skills. Proven office administrative skills. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Manage and control staff by performing supervisory and leadership role. Oversee the current function inspectorate of MIB. Performance of systems audits. Identify required amendments and additions to the applicable legislation. Manage policies and procedures with regard to abnormal loads.
<b><u>ENQUIRIES</u></b>	:	Ms Laetitia Botma Tel No: (012) 309 3763
<b><u>POST 06/64</u></b>	:	<b><u>DEPUTY DIRECTOR- MASTER PLANNING IMPLEMENTATION AND REVIEW</u></b> <b><u>REF NO: DOT/HRM/2021/12</u></b> (Branch: Integrated Transport Planning) (Chief Directorate: Macro Sector Planning) (Directorate: Master Planning Implementation and Review) (Sub-Directorate: Master Planning Implementation and Review)
<b><u>SALARY</u></b>	:	R869 007 per annum (Level 12) (All-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognised NQF level 6/7 Degree or Diploma in Transport Management /Town Planning/Transport Economics / Public Management or Public Policy as recognised by SAQA with five 5 years' or more experience in Transport, Government, Private or Non-Governmental Sectors. Knowledge and understanding of Transport Planning and Management, Policy Development and Analysis, Government Policies, Programmes and Priorities, proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus, excellent writing and editing skills, excellent interpersonal skills, proven planning, organising and project management skills. Knowledge and skills in drafting writing documents, reports and submissions are essential. Research methodology expertise. Conceptualization and Innovative thinking abilities. Candidates must have excellent verbal and written communications skills, excellent computer skills. Ability to work accurately and independently. Candidates must also have good negotiation skills and the ability to communicate with stakeholders at all levels. Note: The following will serve as strong recommendations: Knowledge of transport planning and management, research, policy development and analysis. A Post Graduate qualification in Transport Economics, Transport Management, Town Planning, Public Management and Public Policy.
<b><u>DUTIES</u></b>	:	The incumbent will undertake transport planning at a National level. Undertake research on issues relating to the National Transport Master Plan. Facilitate the development of Provincial Transport Master Planning and Local

Government Transport Master Planning. Ensure integrated land use and transport planning. Develop transport planning tools. Identify and adapt international best practice guidelines and manuals on transport planning. Ensure proactive transport economics and forward planning analysis. Develop implementation mechanisms for the National Transport Master Plan. Develop and implement National Transport Master Plan advocacy instruments. Develop instruments to review the National Transport Master Plan. Support Provincial and Local Government in transport planning review obligations and initiatives. Manage the Sub-Directorate. Develop work plans of the Sub-Directorate. Provide inputs to the Directorate Business Planning and Chief Directorate Strategic Planning processes. Represent the Department in Government meetings, Standing and Interim Committees, Workshops, Community Engagements and Conferences on issues related to transport planning and related matters.

**ENQUIRIES** : Mr Sipho Dibakwane, Tel No: (012) 309 3524/081 0350 812

**POST 06/65** : **DEPUTY DIRECTOR: TRANSPORT APPEAL TRIBUNAL SECRETARIAT**  
**REF NO: DOT/HRM/2021/13**  
 (Branch: Public Transport)  
 (Chief Directorate: Public Transport Regulation)  
 (Directorate: Transport Appeal Tribunal)  
 (Sub-Directorate: Transport Appeal Tribunal Secretariat)

**SALARY** : R869 007 per annum (Level 12), (All-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognised NQF level 7 in Public Service Administration/ Secretariat/ Transport Planning/ Public Service Management or related environment dealing with statutory bodies with a minimum of 5 years' relevant experience. The following will serve as a recommendation: Excellent working knowledge of the NLTA and all other related legal statutes. Sound knowledge of Government protocol and processes. Knowledge of TAT Acts and Regulations. Sound knowledge of the PFMA and Treasury Regulations. Secretariat and administrative skills. Good communication skills (verbal & written), Report writing, Computer literacy, Good project management skills. Organising and planning skills, Excellent liaison skills and interpersonal skills, Good analytical, problem solving skills and observance of Batho Pele Principles, Negotiation skills, Good facilitation skills, Monitoring and Evaluation skills.

**DUTIES** : The successful candidate will: Manage the daily operations of the Tribunal. Administer the welfare of the Tribunal members for conducive working environment. Facilitate the processing of claims for the Tribunal members. Oversee document management processes. Liaise with litigants on noted appeals. Inform Public Transport stakeholders about the mandate of the TAT Act and Regulations. Engage with the general public on Public Transport issues. Advise the TAT on the concerns by the public stakeholders. Research on pending and related matters to the TAT. Scrutinise the noted appeal/s for compliance with the TAT and NLTA Regulations. Furnish the necessary advice on noted appeals to the TAT. Maintain the TAT Appeal Register process on noted appeals. Maintain the TAT Refund Register on heard appeals. Closing of the File on the finalised noted appeals and archiving of the files. Manage public queries such as: Appeal procedures, Right to representation, Condonation, Suspension, Fees payment, etc. Prepare reports on the findings of issues raised by the public. Investigate pre and post appeals hearing assignments. Provide/recommend remedial action and follow-up. Deal with correspondence. Perform all tasks relating to public enquiries. Provide inputs into the Budget of the Directorate. Develop operational standards and ensure their attainability & sustainability. Plan, organise and control activities pertaining to the component. Prepare and submit project reports regularly. Compile monthly, quarterly and annual reports. Manage the assets of the Sub-Directorate. Provide inputs and support with the compilation of the Annual report and Strategic plan, as well as the annual operational plan for the Sub-Directorate.

**ENQUIRIES** : Mr ZM Matebese Tel No: (012) 309 3861

**PROVINCIAL ADMINISTRATION: EASTERN CAPE**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
**COGTA in the Eastern Cape is an equal opportunity, affirmative action employer.**  
*Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply.*  
**Employment Equity targets of the Department will be adhered to.**

<b><u>APPLICATIONS</u></b>	:	Hand Delivery: Tyamzashe Building, at Foyer or Post to: The Head of Department to the Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605.
<b><u>FOR ATTENTION</u></b>	:	Ms N. Mditshwa
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 Form, obtainable from any Public Service department or go to <a href="http://www.dpsa.gov.za/">www.dpsa.gov.za/</a> or <a href="http://www.ecprov.gov.za">http://www.ecprov.gov.za</a> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s), academic record, [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

**MANAGEMENT ECHELON**

<b><u>POST 06/66</u></b>	:	<b><u>CHIEF DIRECTOR: MUNICIPAL GOVERNANCE AND SUPPORT REF NO: COGTA 01/01/2021</u></b>
<b><u>SALARY</u></b>	:	R1 251 183 per annum (Level 14)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree (NQF7) in Development Studies/ Social Science. A Master's degree in Development Studies/ Social Science will be an added advantage. A minimum of 5 years working experience at Senior Management level position in Local Government, other advanced management programmes aimed at the capacitation of senior management in the Public Service. A valid driver's licence (Code EB). Computer literacy. Experience in a Local Government environment. Applicants are required to produce or attach a pre-entry Certificate for entry into the SMS Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience and knowledge and understanding of the planning frameworks. Extensive understanding of the IGR environment and the purpose of IGR in the government context. Strong understanding of the regulatory and policy environment. Extensive understanding and interpretation of the legislation and strong implementation and management of legislative imperatives Monitoring and Evaluation environment. Has very strong research and analysis capacity and capability. Extensive understanding of the Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder



	management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing and analytic skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation, report analysis of trends, evaluation and researching and presentation skills. A driven, agile, hardworking and motivated manager, who is prepared to work long hours and produce high quality of work.
<b><u>DUTIES</u></b>	: Monitor and ensure the legislative compliance issues in municipalities. Support and monitor the establishment and functionality of Financial Oversight Structures in the municipalities. Monitor and support municipalities in filling of critical vacant posts and compliance with Municipal Systems Act of 2000 and Local Government Regulations of 2014. Monitor and report on implementation of 5 pillars of Back to Basics (B2B) Programme. Monitor the co-ordination of departmental support initiatives in municipalities including Operation Masiphathisane, shared services and integrated development across the three spheres of government. Responsible for the compliance and functionality of the municipalities. Develop systems, processes and programmes that seek to improve the performance of the municipalities. Ensure the capacitation of both the administrative and executive segments of the municipalities to enable.
<b><u>ENQUIRIES</u></b>	: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/67</u></b>	: <b><u>DIRECTOR: INTERNAL CONTROL UNIT REF NO: COGTA 02/02/2021</u></b>
<b><u>SALARY</u></b>	: R1 057 326 per annum (Level 13)
<b><u>CENTRE</u></b>	: Bhisho
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA in BCom or BCompt Accounting/ Auditing, Internal Audit and Risk Management. Minimum of five (5) years' experience at middle management in internal auditing and financial environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Computer literacy (MS Word, Excel, PowerPoint). Valid Code 8 (EB) Drivers licence. Applicants are required to produce or attach a pre-entry Certificate for entry into the SMS. Competencies: In-depth Knowledge of legislative framework that governs the Public Service, understanding and application of the following prescript: PFMA, GAAP, GRAP, Treasury Regulations, Treasury /Practice Notes, Treasury and DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management Best Practices. Financial Management Systems (PERSAL, BAS and LOGIS). Research and /or Audit Report writing. Skills: Applied Strategic thinking, applying technology, budget and financial Management. Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness. Conflict Management, Problem Solving, Planning and Organising, Decision Making, Team Leadership, Communication (Verbal and Written).
<b><u>DUTIES</u></b>	: Manage the development, implementation and maintenance of Internal Control monitoring and Evaluation Mechanisms. Manage the monitoring of the Performance of Internal Control Activities in Compliance with Relevant Legislation, Policies, Regulations, Frameworks, Standards, Guidelines, Procedure Manuals and Delegations of Authority. Manage Internal Control, Financial and Related System (e.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal control deficiencies with recommendations to top management. Manage the coordination of assurance processes (e.g. response to external and internal auditor's queries, management responses) and departmental action plans to address identified risks. Manage the coordination of assurance processes (e.g. response to external and address identified control deficiencies. Manage the development, implementation and maintenance of a financial information retention/repository system. Manage the implementation and maintenance of the departmental loss control committee. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Ensure appropriate reporting. Manage directorate's budget in line with the strategic objectives of the Department. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.
<b><u>ENQUIRIES</u></b>	: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/68** : **DIRECTOR: HOD OFFICE COORDINATION AND SUPPORT SERVICES**  
**REF NO: COGTA 03/03/2021**

**SALARY** : R1 057 326 per annum (Level 13)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, B.Degree (NQF level 7) as recognised by SAQA) in Public Administration/ Business Administration. Five (5) years' experience at middle management in the executive support/strategic management/administration environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Computer literacy (MS Word, Excel, PowerPoint). Valid Code 8 (EB) Drivers licence. Applicants are required to produce or attach a pre-entry Certificate for entry into the SMS. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management.

**DUTIES** : Execute research, analyse information and compile complex documents for the Head of Department. Source information and compile comprehensive documents for the Head of Department with regard to issues emanating from meetings such as Portfolio Committee, MINMEC and all provincial and National structures. Compile memoranda as required, and scrutinize submissions/reports, make notes and recommendations to present to the Head of Department. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of a transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentations and speeches for the Head of Department. Coordinate external strategic alliance between the office of the Head of Department and other stakeholders. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the HOD with regard to issues that need to be discussed. Record minutes/resolutions and communicate to relevant role players, follow up on progress made, prepare briefing notes as well as other documentation. Co-ordinate the performance agreements/assessments and financial disclosures pertaining to SMS members.

**ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/69** : **DIRECTOR: MUNICIPAL EVALUATION AND CAPACITY ASSESSMENT REF**  
**NO: COGTA 04/02/2021**  
(One Year Contract)

**SALARY** : R1 057 326 per annum (Level 13)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate. Degree (NQF Level 7) in Organisational Development/Work-study/ Management Services. Five years' middle management / Senior management level in the Organisational Development. Computer Literacy Microsoft Word, Excel, Power-point, Visio. A valid Code 08 Driving Licence. Applicants are required to produce or attach a pre-entry Certificate for entry into the SMS Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Knowledge of Organizational Development Principles, Job Evaluation and Change Management Principles. Knowledge of the Public Service Act, PFMA, PSR 2016.

**DUTIES** : Facilitate the finalisation of the review of COGTA organisational structure in line with municipal evaluation and capacity assessment. Facilitate change management process on implementation of the reviewed COGTA organisational structure. Overview the finalisation of decentralisation project within the department and its implementation thereof. Ensure integration and development of systems and Standards Operation Procedures (SOPs) for District Co-ordination model to improve flow of work from relevant practitioners handling Local Government and Traditional Institutions matters to improve service delivery at local level. Overview the development and implementation of organogram review and decentralisation programmes. Facilitate and monitor high level processes in relation to the above programmes.

**ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

<b><u>POST 06/70</u></b>	:	<b><u>DIRECTOR: VALUATION SERVICES REF NO: COGTA 05/02/2021</u></b> This is a re-advertisement. Candidates who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R1 057 326.per annum (Level 13)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B.Degree (NQF level 7) in Real Estate (Property Valuations) recognised by South African Council for Property Valuers Profession. Registered as Professional Valuer with South African Council for Property Valuers (SACPVP) without restrictions. 5 years' experience in a middle management level in property valuation. Valid Code 8 (EB) Drivers' license. Competencies: Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and understating of professional ethics Property Valuers Profession Act 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and interviewing skills. Supervisory skills. Computer skills. Knowledge of Geographic Information. Valuation skills finance and budgetary skills. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation and presentation skills.
<b><u>DUTIES</u></b>	:	Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of disciple, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/71</u></b>	:	<b><u>DIRECTOR: LAND USE MANANGEMENT &amp; ADMINISTRATION REF NO: COGTA 06/02/2021</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree (NQF level7) in Public Administration/ Law and Development Studies. Five (5) years working experience at a middle management level. Valid Code 8 (EB) Drivers licence. Computer literacy (MS Word, Excel, PowerPoint). SMS pre-entry certificate as offered by the National School of Government (NSG). Applicants are required to produce or attach a pre-entry Certificate for entry into the SMS Competencies: Exclusive knowledge of legislations, policies and practices that affect Land Use Management & Administration e.g. (SPLUMA) and its Regulations. Ability to interpret and apply Government Policies, Public Service Act as amended, PFMA, Analytical and Interviewing skills, supervisory skills, finance & budgetary skills.
<b><u>DUTIES</u></b>	:	to promote, co-ordinate and monitor the implementation of the Spatial Planning and Land Use Management Act and its Regulations (SPLUMA). Formulate and interpret SPLUMA Legislation, policies and processes. Manage the Directorate's budget in accordance with the provisions of the Public Finance Management Act 1999 and Treasury Regulations. Actively contribute to the formulation and implantation of the Departmental Strategic Plan. Communicate report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of Human Resources, asset and financial resources of directorate. Efficiently manage a division, including the effective utilisation and

training of staff, the maintenance of discipline, promotion of sound labour relations and the proper use of State property. Provide and drive strategic direction for the division and ensure the formulation staff compliment of minimum of ten people.

**ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/72** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 07/02/2021**

**SALARY** : R1 057 326 per annum (Level 13)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, B.Degree (NQF level 7) in Finance/ Supply Chain Management, or relevant qualification. Five (5) years' experience at a middle management level at supply chain management environment. Microsoft Word, Excel, PowerPoint, Outlook. A valid Driver's License. Applicants Are Required To Produce Or Attach A Pre-Entry Certificate For Entry Into The SMS Competencies Required: Knowledge: In-depth knowledge of legislative framework that governs the Public Services: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).

**DUTIES** : Lead the development of supply chain policies and procedures. Guide review of policies. Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Management of the bidding processes. Ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Application of demand and acquisition management. Monitor the development of the procurement plan. Ensure invitation, evaluation and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Development of project plan to mitigate risks. Identify staff capacity needs and ensure training and development interventions. Manage directorate's budget in line with the strategic objectives of the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

**ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

#### **OTHER POSTS**

**POST 06/73** : **CHIEF PROFESSIONAL SURVEY: LAND SURVEY & CADASTRAL INFORMATION MANAGEMENT REF NO: COGTA 08/02/2021**

**SALARY** : R898 569 –R1 027 419 per annum (OSD)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, B. Degree (NQF level 7) in Bsc Land Survey. 5 years post registration experience. South African Geomatics Council. Computer literacy (MS Word, Excel, PowerPoint). A valid Code 08 Driving Licence. Exposure on Land Information Systems will be an added advantage Competencies: Knowledge of the Land Survey Act, SPLUMA, Local Government legislations and environment. Project Management, Report writing, Computer Skills etc.

**DUTIES** : Manage Land Survey, Mapping Services and Cadastral Information Management in municipalities. Development of policy for rural surveys. Advise on ownership and land tenure issues. Ensure legal compliance on land development.

**ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/74** : **DEPUTY DIRECTOR: MUNICIPAL CAPACITY BUILDING REF NO: COGTA 09/02/2021**

**SALARY** : R869 007 per annum (Level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, B-Degree in (NQF level 7) in Human Resource

		Management/ Public Administration/Management or any relevant qualification in the field. Three (3-5) to Five (5) years' experience in municipal human resource environment of which 3 must be Assistant Director or equivalent rank. Computer Literacy (MS Word, Excel, PowerPoint). Code 8 driver's licence is compulsory. Knowledge of Labour Relation Matters will be an added advantage. Competencies: Communication Oral/Written, strategic Capability Leadership.
<b><u>DUTIES</u></b>	:	Responsible for planning, organizing, coordinating and monitoring, provision of implementation of capacity building interventions. Processing of Senior Manager Appointments of municipalities. Support municipalities to improve the Human Resource Management capabilities with EE/HR Plans. Organogram support. Oversee staff budget of the Sub-directorate. Develop and Manage risks associated with above. Monitor legislative compliant.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/75</u></b>	:	<b><u>DEPUTY CHIEF VALUER: VALUATION SERVICES REF NO: COGTA 10/02/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Sarah Baartman District Centre Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree (NQF level 7) in Real Estate (Property Valuations) recognised by South African Council for Property Valuers Profession. Registered as Professional Valuer with restrictions and eligible to conduct municipal valuations (rating valuations) with South African Council for Property Valuers Profession supported with 3 years' experience in municipal valuation especially MPRA. Valid drivers' licence. Competencies: extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and understating of professional ethics Property Valuers Profession Act 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and interviewing skills. Supervisory skills. Computer skills. Knowledge of Geographic Information. Valuation skills finance and budgetary skills.
<b><u>DUTIES</u></b>	:	Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of discipline, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at (040) 940 7074/7083/7076
<b><u>POST 06/76</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REPORTING REF NO: COGTA 11/02/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Senior Certificate, B. Degree (NQF level 7) in Accounting/Financial Administration/Financial Management/Auditing. Three (3) to Five (5) years' experience in financial management environment of which three (3) years must be an Assistant Director in finance environment or equivalent rank. Computer literacy (Microsoft word, Excel, PowerPoint, Outlook. Valid Driver's license. Knowledge: in-depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/Practice Notes, Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS).Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

<b><u>DUTIES</u></b>	:	Ensure co-ordination of information for preparation of Annual Financial Statements (AFS), Interim Financial Statements (IFS) and Working Paper Files. Prepare and check working paper file for AFS and ensure submission thereof. Preparation and checking of AFS (Annually) and IFS (Quarterly) in terms of GRAP, MCS as guided by Accounting Manual for Departments issued by National Treasury. Develop, implement and monitor audit improvement plan with audit action plans from directorates based on issues raised by auditor general. Consolidate unresolved auditor general queries received and populate auditor general queries received and populate audit improvement plan to eliminate and resolve negative audit findings.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/77</u></b>	:	<b><u>EXECUTIVE SUPPORT TO THE DEPUTY DIRECTOR GENERAL-TRADITIONAL AFFAIRS REF NO: COGTA 12/02/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree (NQF level 7) in Public Administration or equivalent qualification. Three to Five years' experience at Assistant Manager or equivalent rank in administration environment level. Computer literacy (Microsoft Office Skills). Driving Skills (Code 08 Drivers license). Competencies: Knowledge of budget process. Good writing and verbal communication skills. Communication skills. Leadership skills. Customer service skills. Organisational Skills. Knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations as well as Traditional Leadership and Governance Legislative Frameworks. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.
<b><u>DUTIES</u></b>	:	capture and consolidate Minutes of Branch Interactions, e.g. Management meetings, One-on-One Sessions, Performance Review Sessions, Strategic Plan Sessions, etc. analyse and consolidate Branch Reports, e.g. IYM, Monthly Reports, Quarterly Reports, Annual Reports, etc. Assist in crafting presentations for the DDG/Branch. Management of Parliamentary Questions and Responses for the Branch. Follow up on all Branch Resolutions. Assist with General Office Administrative duties, e.g. communicate with Internal and External stakeholders, Management of Queries and follow ups etc. adhoc duties as need arise. Quality Assurance of all documents. Assume overall responsibility for the management of the office of the DDG, its budget and resources thereof. Update and maintain Branch Information Database. Promote co-operative governance with National, Provincial and Local Government. Manage and supervise the staff within the office and ensure proper performance management and development procedures in line with applicable prescripts as well as attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/78</u></b>	:	<b><u>DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: COGTA 13/02/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	B. Degree (NQF level 7) in Financial Management/ Public Finance coupled with three (3) to (5) years' experience in management accounting of which three (3) years' experience must be an Assistant Director or equivalent rank. Experience in the field of budget compilation, management. Computer Literacy (Microsoft Word, Excel, PowerPoint, Outlook, BAS, PERSAL. A valid driver's licence. Competencies: Knowledge And Skills: Computer literacy, Proficient knowledge of Microsoft packages, Proficiency in English, Time Management, Interpersonal Skills and Communication, Organizational and planning skills,

		ability to operate BAS, customer service abilities. Knowledge of Finance Management procedures and policies, PFMA, PPPFA and National Treasury regulations. Finance Management & Report writing skills are essential. Good communication skills. Problem solving & conflict resolution skills.
<b><u>DUTIES</u></b>	:	Monitoring of expenditure and offer advice to programmes. Co-ordinate the shifting and vehement of funds to assist in controlling over/under expenditure. Analyse expenditure trends and advise the Senior Manager: Budget Planning and Management. Monitor and Manage preparation and submission of all monthly, quarterly and annual reports timeously in terms of PFMA. Develop and maintain policies and processes. Monitor spending in line with cash flow, revise cash flows and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools. Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over and all adjustment estimates related processes relating to budget management. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditures trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Assist on the compilation of Appropriation statements (quarterly and annually). Attend Audit queries pertaining to the office. Manage sub-ordinates.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/79</u></b>	:	<b><u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEMS REF NO: COGTA 14/02/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (Level 11)
	:	Bhisho
	:	National Senior Certificate, B. Degree (NQF level 7) in Human Resource Management / Public /Administration /Management. Minimum of three (3) to Five (5) years' experience in performance management and development environment of which three (3) years' experience must be an Assistant Director or equivalent rank in the PMDS field. Code 08 Drivers License Competencies: Knowledge of PERSAL system, Public Service Act, Public Service Regulations. Ability to interpret HR Policies and decisions. Planning on coordination skills. Good communication skills.
<b><u>DUTIES</u></b>	:	Develop and maintain PMDS. Manage and coordinate development implementation and maintenance of department performance management System and ensure integration with Strategic Objectives and goals. Ensure that the performance Management System provides a framework for planning, managing and developing employee performance in line with Departmental strategic goals and unit's operational plans. Monitor the implementation of the department's PMDS and present progress reports and facilitate management decision making. Manage the implementation of and compliance with the Departmental recognition and reward frameworks as well the alignment between incentive awards, the budget and the resources made available by the Department for this purpose. Establish practises and trends and develops new strategies as required.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/80</u></b>	:	<b><u>DEPUTY DIRECTOR: PERSAL MANAGEMENT REF NO: COGTA 15/02/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (Level 11)
	:	Bhisho
	:	National Senior Certificate, B. Degree (NQF level 7) in Human Resource Management /Public Administration/Management or any relevant qualification. (NQF level 7). Computer Literacy. Code 08 Driver's License. Minimum of three (3) to five (5) years' experience in Human Resource/ Salary Administration environment and of which Three (3) years must be an Assistant Director in PERSAL management environment. Competencies: Extensive knowledge of PERSAL and BAS System. Knowledge of Public Service Act and Public Service Regulations. Ability to interpret HR Policies and decisions. Planning on coordination skills. Good communication skills.
<b><u>DUTIES</u></b>	:	Effectively and efficiently manage PERSAL system in the Department. Ensure that PERSAL System support's sound and effective Personnel and Salary Management. Oversee the implementation of audit and control measures

pertaining to PERSAL data. Ensure formulation. Development, implementation, evaluation and monitoring of PERSAL policies. Implement measures to ensure a comprehensive and updated primary information source. Ensure that strategic decision regarding PERSAL management are implemented. Produce PERSAL reports. Control and manage personnel data within the PERSAL system. Allocate PERSAL functions to PERSAL users. Manage system change control (SCC). Responsible for Planning, budgeting and Human Resources within the section. Responsible for efficient Management of the sub-directorate including the effective utilisation and training of Staff, the maintenance of discipline, promotion of sound labour relations and the proper use of State property.

**ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/81** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION:**  
**PROVISION REF NO: COGTA 16/02/2021**

**SALARY** : R733 257 per annum (Level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, B. Degree (NQF level 7) in Human Resource Management/ Public Administration/Management or Human Resource Related field. Minimum of Three (3) to Five (5) years' experience in Human Resource Management of which three (3) years must be Assistant Director in human resource administration. Computer Literacy (MS Word, Excel, PowerPoint, Outlook. A valid Code 8 Driver's License. Competencies: Knowledge of PERSAL system, Public Service Act and Public Service Regulations. Ability to interpret HR Policies and decisions. Planning on coordination skills. Good communication skills.

**DUTIES** : Responsible for all activities relating to personnel matters. Responsible for developing policies, procedures, methods and manuals. Responsible for budget implementation plan. Signs together with subordinate's yearly work plan agreements. Advices the functions managers on personnel provisioning. Responsible for Recruitment and Selection process in the Department. Control personnel data base. Management of Remuneration, Transfers, Promotions, Secondments and Management of Competency Assessment. Management of Vetting in terms of minimum suitability check Screening. Responsible for efficient management of the Directorate including the effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state properties Solid interpersonal skills including the ability to interact with officials at all levels in the department and other stakeholders.

**ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/82** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION:**  
**CONDITION OF SERVICE REF NO: COGTA 17/02/2021**

**SALARY** : R733 257 per annum (level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, B. Degree (NQF level 7) in Human Resource Management/ Public Administration/Management or Human Resource Related field. Minimum of Three (3) to Five (5) years' experience in Human Resource Management of which three (3) years must be Assistant Director in human resource administration. Computer Literacy (MS Word, Excel, PowerPoint, Outlook. A valid Code 8 Driver's License. Competencies: Knowledge of PERSAL system, Public Service Act and Public Service Regulations. Ability to interpret HR Policies and decisions. Planning on coordination skills. Good communication skills.

**DUTIES** : Responsible in all activities and processes dealing with all types of service terminations. Responsible in all activities and processes dealing with service benefits and leave of absents. Responsible for budget implementation plan. Signs together with subordinate's yearly work plan agreements. Advices the functions managers on Human Resource Conditions of Services. Responsible for efficient management of the Directorate including the effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state properties. Display strategic and Leadership capability. Solid interpersonal skills including the ability to interact with officials at all levels in the department and other stakeholders.

**ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076



<b><u>POST 06/83</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISION REF NO: COGTA 18/02/2021</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6) in Human Resource Management/ Public Administration/Management or Human Resource Related field. Minimum of Three (3) years' experience at Supervisory Level 7/8 in the human resource administration environment. Computer Literacy (MS Word, Excel, PowerPoint, Outlook. A valid Code 8 Driver's License. Competencies: Knowledge of PERSAL system, Public Service Act and Public Service Regulations. Ability to interpret HR Policies and decisions. Planning on coordination skills. Good communication skills.
<b><u>DUTIES</u></b>	:	Responsible for Recruitment and Selection process in the Department. Administer personnel Suitability check. Manage and provide professional advice to line functions on the Recruitment and Selection policy, systems, regulations, guidelines and other relevant prescripts. Advise management on the best Recruitment practises and directives by the DPSA. Facilitate Competency Assessments and advise management on the outcomes. Facilitate verification of qualifications by South African Qualification Authority. Provide monthly reports and assists with the management reports. Build and maintain working relations with client managers, staff supervision and development and evaluation. Provide advisory services to Management and employees. Analyse data and assist in the preparation of the oversight report, MPAT (Management Performance Assessment Tool) and Employment Equity Reports. Maintain relevant reports and data basis to enable effective management decision making.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/84</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: COGTA 19/02/2021</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree (NQF level 7) in Accounting or Financial Related Studies. Minimum of three (3) years' experience at supervisory level 7/8 in Asset Management. Computer Literacy (MS Word, Excel, PowerPoint, Outlook. A valid Code 8 Driver's License. Knowledge: In depth knowledge of legislative framework that governs the Public Service: understanding and application of the following prescripts: Asset Management Procedures & Framework, PFMA, Treasury Regulations, Treasury/ Practice Notes, Treasury and DPSA circulars. Supply Chain Management guidelines & frameworks. Financial Management Systems (BAS & LOGIS).Skills: Proven working knowledge of asset management. Analytical thinking, mathematical, interpersonal, planning & organising, statistical, report writing and time management skills. Honesty and integrity, objectivity and independence. Attention to detail and confidentiality, conflict management, problem solving, decision making and communication (verbal & written).
<b><u>DUTIES</u></b>	:	Assists in implementing, monitoring and reviewing departmental asset policies, procedures & processes. Responsible for procurement & management of Departmental Assets. Ensure the management of Departmental assets through verification (physical condition, functionality, utilisation and financial performance). Monitor allocation of assets for the department in line with legislations and departmental policy directives. Ensure all physical assets (movable and immovable) are captured in the physical asset management register. Co-ordinate the disposal process of the department and ensure departmental loss register is kept to date. Assist in identifying staff capacity needs and ensure training and development interventions. Ensure the directorate's budget is utilised in line with the strategic objectives of the department. Assist in ensuring timeous development of job descriptions and implementation of work plans for all subordinates. Assist in managing daily employee performance and ensure timely performance assessments of all subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

<b><u>POST 06/85</u></b>	:	<b><u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT: PERSAL MANAGEMENT UNIT REF NO: COGTA 20/02/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 08)
	:	Bhisho
	:	National Senior Certificate, National Diploma (NQF level 6) in Public Administration/ Management/ Human Resource Management or any other relevant qualification in the field, One (1) to two (2) years' experience at supervisory level. Computer literacy: Microsoft Word, MS Excel, Project and Power Point, all mandatory. Code 8 driver's license. Competencies: Extensive knowledge of PERSAL and BAS System. Knowledge of Public Service Act and Public Service Regulations.
<b><u>DUTIES</u></b>	:	Management of PERSAL in Salary Administration environment. Ensure that all PERSAL users are properly trained and this includes continuous training as and when enhancements are effected. Registration of users in Salary Administration and allocation of specific functions in relation to their jobs and levels. Accountable for the effective utilisation of the PERSAL system. Evaluation of PERSAL related queries and recommendation to the PERSAL Controller.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/86</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: PAYMENTS REF NO: COGTA 21/02/2021 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 08)
	:	Bhisho
	:	National Senior Certificate, National Diploma (NQF level 6) in Commerce/Accounting or Financial Related Studies. Minimum of One (1) to (2) years' experience at supervisory level. Experience. Knowledge of Logis and Basic Accounting Financial Systems (BAS). Competencies: Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable Circulars/instruction Notes/practice, determinations, financial policies and procedures.
<b><u>DUTIES</u></b>	:	Payment of Creditor/Suppliers within 30 days in compliance with Section 38(1) of the PFMA & Section 8.8.3 of Treasury Regulations. Checking and authorization of payment both manually and on an online functionality (BAS & LOGIS) financial systems. Revenue Management and ensure that all receipts are complied, captured/authorised and day ended on BAS and moneys collected are deposited into the bank account of the department. Attend and prompt reply to audit Queries of both Sections (Payments & Revenue) and is submitted to Treasury on Monthly basis. Perform any other duty that may be required from time to time by those in authority.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/87</u></b>	:	<b><u>SENIOR ADMIN OFFICER: ASSET MANAGEMENT REF NO: COGTA 22/02/2021 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 08)
	:	Bhisho
	:	National Senior Certificate, National Diploma (NQF Level 6) in Finance/Logistics/Purchasing Management. One to two years' experience at supervisory level 7/8 Asset Management environment. Computer Literacy Code 08 drivers' license a must. Competencies: Ability to work well with people. Client orientated. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Maintain asset and loss register for the Department. Conduct asset verification annually. Formulate disposal committee. Manage and maintain the assets of the Department. Perform administrative function. Supervision of Personnel.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/88</u></b>	:	<b><u>SENIOR ADMIN OFFICER: MUNICIPAL CAPACITY BUILDING REF NO: COGTA 23/02/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 08)
	:	Bhisho
	:	National Senior Certificate, National Diploma (NQF Level 6) in Human Resource Management/Public Administration/Management. One to two years' experience at supervisory level in Human Resource Management

<b><u>DUTIES</u></b>	:	environment. Computer Literacy Code 08 drivers' license a must.
	:	The incumbent will be expected to compile and administer the budget of the Directorate. Compile and distribute monthly expenditure reports: IYM, MTEF, adjustments, virements, roll over and shifts for the directorate including corrections of incorrect allocations made on BAS, compile and consolidate financial and budget data during budget and report processes (MTEF, ENE and Annual Reports). Keep Records of all budget inputs and capturing of Budget and Related issues. Inventory control and loss control. Responsible for account payments, requisitions, bookings, registry management and supervision of subordinates. Maintain asset and loss register for the Department. Conduct asset verification annually. Formulate disposal committee. Manage and maintain the assets of the Department. Perform administrative function. Supervision of Personnel.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/89</u></b>	:	<b><u>SENIOR ADMIN OFFICER: QAUKENI AND NYANDENI SUB DISTRICT OFFICES REF NO: COGTA 24/02/2021 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791.per annum (Level 08)
	:	Bhisho
	:	National Senior Certificate, (NQF Level 6) in Public Administration/ Management/ Social Science. One to two years' experience at supervisory level 6. Computer Literacy Code 08 drivers' license a must.
<b><u>DUTIES</u></b>	:	Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Ensure efficient delivery of support to Traditional Leaders in the district offices.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/90</u></b>	:	<b><u>CANDIDATE SURVEY TECHNICIAN: LAND SURVEY &amp; CADASTRIAL INFORMATION REF NO: COGTA 25/02/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R268 204 per annum (OSD)
	:	Bhisho
	:	National Senior Certificate, (NQF Level 6 in Land surveying/ Geometrics or any equivalent qualification recognized by the South African Geometrics Council (SAGC). Eligible (awaiting Council exams)/ recognized as a Survey Technician with SAGC. Two-year post qualification experience. Valid driver's license. Competencies: Knowledge of LOCAL Government environment and other relevant Land Survey and Land Use Legislation Management and development procedures. Have good project management knowledge and exposure. Ability to use Survey equipment and software's for field survey studies. Have sound interpersonal, report writing and research skills. Knowledge of Geographic Information System (GIS) will be an added advantage.
<b><u>DUTIES</u></b>	:	Facilitate support in the Municipalities during implementation /execution of Cadastral Surveys and Mapping Services. Assist in the interpretation of Land Survey and Planning legislation and processes. Assist in rendering technical support in relation to Land services across Municipality without capacity. Meetings. Provide information on Land Survey related issues to the Municipalities and other clients.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/91</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: COGTA 26/02/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07)
	:	Bhisho
	:	National Senior Certificate. National Diploma/ (NQF Level 6) in Office Administration/ Secretarial/related qualification. Experience in Finance environment and valid driver's licence will be added advantage. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Competencies:

		Knowledge And Skills: Computer literacy, Proficient knowledge of Microsoft packages, Proficiency in English, Office etiquette, Time Management, Interpersonal Skills and Communication, Organizational and office planning skills, ability to operate other office equipment, customer service abilities.
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of the Director's Office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents. Preparation, recording and submission of the Directors' claims to the approving authority. Monitoring the submission of weekly plans for Director. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director. Procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/92</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE DIRECTOR: TRADITIONAL FINANCIAL MANAGEMENT REF NO: COGTA 27/02/2021</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. National Diploma (NQF Level 6) in Office Administration/ Secretarial/related qualification. Experience in Finance environment and valid driver's licence will be added advantage. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Competencies: knowledge and skills: Computer literacy, Proficient knowledge of Microsoft packages, Proficiency in English, Office etiquette, Time Management, Interpersonal Skills and Communication, Organizational and office planning skills, ability to operate other office equipment, customer service abilities.
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of the Director's Office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents. Preparation, recording and submission of the Directors' claims to the approving authority. Monitoring the submission of weekly plans for Director. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director. Procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/93</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES: REBATES REF NO: COGTA 28/02/2021</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) in Financial Accounting or any relevant qualification in Finance. One (1) to Two (2) years' experience in Rebates Section. Competencies: Must have working knowledge of government financial systems namely BAS and PERSAL System. Good communication skills, strong analytical skills, report writing skills, proven interpersonal skills and excellent financial management skills. A string understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector & SCOA.
<b><u>DUTIES</u></b>	:	Perform income tax calculation, reconciliation of tax, amend IRP5 information, effect pay-over and issue tax certificates. Collection pf payrolls from SITA. Prepare and perform PERSAL /BAS Reconciliation. Implement PERSAL deductions, Register received garnishee orders on PERSAL and upload them on Q-Link Online to effect deduction and perform distribution functions. Updating banking details on PERSAL for employees on request. Monitoring and clearance of PERSAL salary related suspense accounts, perform reconciliation and maintain proper filling.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

<b><u>POST 06/94</u></b>	:	<b><u>COMMUNITY DEVELOPMENT WORKERS: MUNICIPAL PUBLIC PARTICIPATION REF NO: COGTA 29/30/2021 (X11 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R208 584 per annum (Level 06)
	:	Matatiele, Walter
	:	Sisulu Ward 9
	:	Nyandeni Ward 8
	:	Nyandeni Ward 26
	:	Mhlontlo Ward 3
	:	Ksd Ward 30
	:	Emalahleni Ward 4
	:	Engcobo Ward 3
	:	Mbhashe Ward 12
	:	Mbhashe 14
	:	Ngqushwa Ward 11
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. An undergraduate qualification (NQF Level 6). Code 8 driver's license. Computer literacy. One (1) to Two (2) years' relevant experience. Competencies: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers licence.
<b><u>DUTIES</u></b>	:	Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<b><u>POST 06/95</u></b>	:	<b><u>DRIVERS HEAD OFFICE AND DISTRICTS REF NO: COGTA 30/31/2021 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R122 595 per annum (Level 03)
	:	Joe Gqabi DSC, Alfred Nzo DSC, OR Tambo DSC, Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade10/ Std 8 Certificate. Valid code 14 driver's license with PDP. Three (3) years' experience as a driver. Competencies:_Knowledge of Road Traffic Management Act. Proven Client focus and orientation. Sound Interpersonal and communication skills. Extensive traveling is required and willingness to

- DUTIES** : work extended hours in provinces municipal areas to deliver water.  
 : Provide driving/messenger services for small vehicle and trucks. Maintain accurate and up to date schedule trip sheets; log official trips, daily mileage and fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Collect, distribute documents. Ensure proper and secure control over movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Report vehicle faults to call centre and ensure vehicle maintenance is carried out.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM**  
**DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.**  
***Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply.***  
***Employment Equity targets of the Department will be adhered to.***

- APPLICATIONS** : Please take note, No hand delivered applications will be allowed due to COVID 19. Applicants can apply online using <https://erecruitment.ecotp.gov.za> through the E-recruitment system. Applicants can also use the following email addresses to forward their applications and quote the reference number of the post and the centre where the post is located in the subject of the email: Posts at Salary Levels 03 to 08, and all OSD: [Recruitment@dedea.gov.za](mailto:Recruitment@dedea.gov.za) Posts at Salary Levels 09 to 14: [Manrecruitment@dedea.gov.za](mailto:Manrecruitment@dedea.gov.za)
- FOR ATTENTION** : Mr T. Gantsho
- CLOSING DATE** : 05 March 2021
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's licence. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

#### **MANAGEMENT ECHELON**

- POST 06/96** : **DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DEDEA/2021/01/01**
- SALARY** : R1 057 326 – R1 245 495 per annum (Level 13)
- CENTRE** : King Williams Town
- REQUIREMENTS** : National Senior Certificate, B. Degree (NQF7 as recognized by SAQA) or equivalent qualification majoring in Economics/Business Management/Economic Policy / Marketing. A postgraduate degree in the same

will be an added advantage. In addition, minimum of five (5) years' experience at a middle management level in economic development environment. Knowledge and understanding of the Eastern Cape Economy and priority economic sectors. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Research Management, Programme and Project Management, Strategic capability and Problem Solving, People Management and Communication skills. A valid driver's license required.

**DUTIES** : Manage and coordinate policy and strategy development and implementation thereof. Manage the development of trade and investment promotion instruments, including digital and online instruments. Strengthen and coordinate (a) International Relations activities, and (b) Intergovernmental activities, within the DEDEAT group in support of Trade and Investment Outcomes. Support and enable trade and investment activities tied to Provincial SEZs, Industrial Parks and other DEDEAT Public Entities. Manage processes to monitor, evaluate and report on the sustainable impact of trade and investment promotion policies, strategies, programmes and instruments. Manage the provisions of technical advisory and support services to the DEDEAT Group. Establish partnerships to support trade and investment promotion programmes, projects and departmental policy directives. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : can be directed to Mr T. Gantsho Tel No: 043 605 7091

**POST 06/97** : **REGIONAL DIRECTOR REF NO: DEDEA/2021/01/02**

**SALARY** : R1 057 326 – R1 245 495 per annum (Level 13)  
**CENTRE** : Chris Hani Region  
**REQUIREMENTS** : National Senior Certificate, B. Degree (NQF7 as recognized by SAQA) or equivalent qualification majoring in Economic Management/ Business Management / Development Studies / Environmental Management. Five (5) Years' experience in the areas stated above at middle managerial level. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver's license is required.

**DUTIES** : Facilitate, at a strategic level, the alignment of Municipal Planning processes with the province's economic and business development strategy and instruments. Coordinate processes, at a strategic level, with metro, district and local municipalities to enhance compliance with NEMA, national and provincial environmental management norms and standards. Lead and coordinate inter-governmental economic and business development processes within the area of operation to inter alia ensure an integrated development approach, prevent duplication, sustainability and coordinate processes to unblock identified implementation barriers. Manage and direct cluster coordination processes at local and regional level to synchronize national, provincial, local, private and civil society economic and business development initiatives. Oversee processes to identify and mainstream "green" initiatives in support of sustainable economic growth and creation of decent jobs in the area of operation. Coordinate and oversee the provisioning of technical environmental management support services to local government institutions within the area of operation.

**ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091.

**POST 06/98** : **DIRECTOR: ENVIRONMENTAL IMPACT MANAGEMENT REF NO: DEDEA/2021/01/03**

**SALARY** : R1 057 326 – R1 245 495 per annum (Level 13)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate, B. Degree(NQF7) or equivalent qualification majoring in Environmental Management as recognized by SAQA. In addition, five years' relevant experience at middle after obtaining the minimum qualification within the environmental management space/ senior management level. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance, Maintain

	high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency & due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance.
<b><u>DUTIES</u></b>	: Manage and coordinate the provisioning of integrated environmental impact management services. Manage and coordinate the provisioning of environmental authorization services not delegated to district offices or where DEDEAT is not the competent authority. Manage the provisioning of specialist environmental impact management support to district offices, municipalities and industry. Manage processes to analyse, evaluate and monitor the status of the of environmental impact management practices within the province. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>NOTE</u></b>	: Preference will be given to a female/ PWD

#### OTHER POSTS

<b><u>POST 06/99</u></b>	: <b><u>DEPUTY DIRECTOR: TOURISM DEVELOPMENT REF NO: DEDEA/2021/01/04</u></b>
<b><u>SALARY</u></b>	: R733 257 – R863 748 per annum (Level 11)
<b><u>CENTRE</u></b>	: King Williams Town
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, B. Degree (NQF level 6 or 7 as recognized by SAQA) Majoring in Tourism/Hospitality Sciences. Five (5) Years' supervisory experience in the Tourism industry of which 3 years must have been at the Assistant Manager level. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver's license is required.
<b><u>DUTIES</u></b>	: Promote quality products and responsible tourism practices. Develop and maintain monitoring and evaluation instruments, norms and standards to measure the impact of tourism growth and development instruments. Analyse data and develop impact reports. Provide early warning services to senior management. Identify the resource (financial, human and equipment) needs of the Sub-Directorate required to optimally support the implementation of the Work Plan. Supervise the effective and efficient utilization of the financial resources of the Sub-Directorate. Monitor evaluate and report on the effective and efficient utilization (value for money) of allocated resources. Provide input on strategic, annual and work planning processes for the Directorate and generate the prescribed performance reports. Identify the utilization of technology in support of the Sub-Directorate's business processes and initiate processes acquire such technologies.
<b><u>ENQUIRIES</u></b>	: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/100</u></b>	: <b><u>DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: DEDEA/2021/01/05</u></b>
<b><u>SALARY</u></b>	: R733 257 – R963 748 per annum (Level 11)
<b><u>CENTRE</u></b>	: King Williams Town
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, B. Degree (NQF Level 7) in Public Administration/Financial Management/Project Management or related field as recognized by SAQA. In addition, three to five years relevant experience in Project Management Environment or similar environment. The following skills, knowledge and attributes are required: Programme and Project Management, Advanced Computer literacy, Budgeting and Financial Management, Impact and Influence, Planning and Organizing, Problem Solving, People Management. A valid driver's license required.
<b><u>DUTIES</u></b>	: Manage and provide for the development, maintenance and implementation of the DEDEAT Group Project Management Framework. Develop and maintain a Dashboard of Projects. Institute a platform for effective planning, implementation, management, monitoring and reporting of Departmental projects. Monitor, evaluate and report on the performance of Projects; Develop and maintain a central repository the Department's Project Products in conjunction with the Knowledge Management Unit. Manage the allocated



		resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Provide operational support to the Office of the Head of Department. can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 06/101</u></b>	:	<b><u>DEPUTY DIRECTOR: MANUFACTURING REF NO: DEDEA/2021/01/06</u></b>
<b><u>SALARY</u></b>	:	R733 257 – R863 748 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree/Diploma (NQF 6/ 7) level in Business / Development Studies/Natural Sciences/Engineering/Operations as recognized by SAQA. A minimum of three (3) years relevant experience in the manufacturing development field or similar. The following skills, knowledge and attributes are required: Computer Literacy, Project and Financial Management.
<b><u>DUTIES</u></b>	:	Provide technical support on manufacturing sector development. Facilitate research in support of manufacturing sector development and coordination. Facilitate and provide technical and institutional support to relevant provincial and local government and agencies and related projects in the field of manufacturing. Facilitate the coordination of the manufacturing sector in the Eastern Cape. Perform and manage administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/102</u></b>	:	<b><u>DEPUTY DIRECTOR: AGRO-PROCESSING REF NO: DEDEA/2021/01/07</u></b>
<b><u>SALARY</u></b>	:	R733 257 – R863 748 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) with Agricultural Economics or Agricultural Management as a major as recognised by SAQA. A minimum of three (3) years' experience in the agro-processing or related field. The following skills, knowledge and attributes are required: Computer Literacy, Project Management; Communication and Problem Solving. A valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Provide technical support to the implementation of the Provincial Agro Industry Development Action Implementation Plan. Manage mainstreaming of start-up agro-processing enterprises. Provide scientific and technical inputs on agro-processing developmental initiatives. Identify, undertake and oversee the application of and adaption of international best practice agro processing and agro industry development models. Manage the budget of the sub-directorate. Coordinate and provide support for research on user-friendly processing methods focusing on innovation, technology and ease of operation and maintenance.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/103</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDEA/2021/01/08</u></b>
<b><u>SALARY</u></b>	:	R733 257 – R863 748 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree/Diploma (NQF 6/ 7) or equivalent qualification majoring in Accounting as recognized by SAQA plus a minimum of two (2) years post SAICA Articles experience in an accrual financial management environment. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Budgeting & Financial Management, Preparation of Annual Financial Statement, Programme & Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency & due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
<b><u>DUTIES</u></b>	:	Provide technical assistance with the development and maintenance of the GFMS's financial management system in line with legislative, treasury and GRAP standards. Manage reporting and accounts management. Manage and

oversee the maintenance of the GFMS financial management information system. Preparation of quarterly and annual financial statements. Manage and coordinate the planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Supervise the allocated resources of the Sub-Unit in line with legislative and GFMS policy directives and ensure compliance with corporate governance and planning imperatives.

**ENQUIRIES** : can be directed to Mr T. Gantscho at Tel No: (043) 605 7091

**POST 06/104** : **DEPUTY DIRECTOR: MONITORING, EVALUATION & REPORTING REF NO: DEDEA/2021/01/09**

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11)  
: Head Office  
: National Senior Certificate, B. Degree/Diploma (NQF 6/ 7) or equivalent qualification in Public/ Business Administration/ Management as recognized by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework, Knowledge and experience of programme evaluation, Knowledge of Strategic Management and Policy analysis , Ability to evaluate and analyze information for policy development and application of policies, Programme & Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency & due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES** : Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plans, framework and divisional operational plans. Analyse and assess strategic and annual performance plans and ensure the correct alignment, thereof. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Coordinate the Departmental evaluation mechanism for strategic and operational programmes. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Assist in the development and implementation of best practice planning, monitoring and reporting systems and mechanisms. Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards. Monitor the implementation of performance guidelines and frameworks and advise stakeholders accordingly. Coordinate the implementation of annual outcomes and impact reporting. Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to planning, monitoring, evaluation and reporting. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Engage with strategic partners for support of the implementation process pertaining to monitoring, evaluation and reporting on outcomes. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, to ensure a streamlined process.

**ENQUIRIES** : can be directed to Mr T. Gantscho at Tel No: (043) 605 7091

**POST 06/105** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DEDEA/2021/01/10**

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11)  
: Head Office  
: National Senior Certificate, B. Degree/Diploma (NQF level 6 or 7 as recognised by SAQA) with Auditing and Accounting as major subjects coupled with a minimum of 5 years' experience in an Auditing environment of which 3 years must be at supervisory or Assistant Director level. Completed internal audit or external audit articles, completed IAT, PIA, CIA or relevant professional

designation will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Knowledge of Internal Auditing, Knowledge of Teammate System, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations, Understanding and application of International Standards for the Professional Practice of Internal Auditing, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES** : Development of strategic and annual operational planning for the audit function. Assist in the development of the departmental audit universe, and internal audit plan. Allocate appropriate resources for the audit plan. Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Manage the identification of audit risk, development of audit programmes and ensure execution of audits based on the audit programme. Execute audit work and review audit work performed. Present findings and audit reports to management and audit committee. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adherence to IIA requirements and departmental methodology. Monitor staff development and ensure implementation of the continuous professional development (CPD) policies in line with the IIA standards.

**ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

**POST 06/106** : **DEPUTY DIRECTOR: INTEGRATED STRATEGIC MANAGEMENT REF NO: DEDEA/2021/01/11**

**SALARY** : R733 257 – R863 748 per Annum (Level 11)

**CENTRE** : Head Office

**REQUIREMENTS** : National Senior Certificate, B. Degree (NQF 6 or 7) or equivalent qualification in Public/ Business Administration/ Management as recognized by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework, Knowledge and experience of programme evaluation, Knowledge of Strategic Management and Policy analysis, Ability to evaluate and analyse information for policy development and application of policies, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Ability to write reports and compile presentations, Co-ordination, Strategic capability and leadership, Monitoring and development evaluation, Client orientated and customer focus, Financial management, Research skills, Business and process facilitation, Scenario planning, assertiveness, attention to detail, ability to work under pressure, ability to work in a team and independently, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES** : Facilitate the development of the Departmental strategic plan, annual performance plan with performance indicators, annual targets and quarterly targets in accordance with statutory requirements. Facilitate the development of operational plans for business units in the Department. Ensure the organisational alignment of strategic goals and objectives into operational plans and performance agreements. Co-ordinate and evaluate inputs from various branches. Assess and review the strategic management processes. Facilitate the development and review of the Core Performance Indicators for the Sector. Facilitate the strategic planning sessions for the Department. Provide strategic planning support at Head Office and regional offices. Provide oversight and support the Department's Entities during the strategic planning

process of Entities. Analyse information for strategic planning processes. Develop, maintain and update the strategic information portal for planning purposes. Prepare and submit the environmental scanning reports, which includes policy analysis and relevant Government policies. Assist with the reviewing of strategic areas within the Department. Attend to audit queries and implement action plans to address audit findings. Provide training and support to Head Office and Regional Offices on strategic business planning, government-wide planning and budgeting to ensure continuous improvement of performance information data and provide the necessary support to Branches.

**ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

**POST 06/107** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DEDEA/2021/01/12**

**SALARY** : R733 257 – R863 748 per annum (Level 11)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) or equivalent qualification majoring in Social Work/Psychology /EAP as recognized by SAQA. Post graduate qualification in a related field will be an added advantage. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Professional Registration: Professional registration, in good standing, with a relevant body (e.g. South African Institute of Occupational Safety and Health). The following skills, knowledge and attributes are required: Advanced Computer Literacy, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Knowledge and understanding of all applicable Public Service and EH and W legislation, policies, practices and procedures, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES** : Manage and supervise the provisioning, development and implementation of Employee Health and wellness programmes. Manage and supervise the provisioning, development and implementation of HIV and AIDS management programmes. Supervise the provisioning, development and implementation of health management programmes. Supervise the provisioning, development and implementation of occupational hygiene management programmes. Supervise the allocation of resources of the sub directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.

**ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

**POST 06/108** : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: DEDEA/2021/01/13**

**SALARY** : R733 257 – R863 748 per annum (Level 11)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) or equivalent qualification in Organisational Development/Operations/Production Management/ Industrial Psychology/Management Services/ Human Resource Management qualification as recognized by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and a certificate in Organizational design and Job Evaluation will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Knowledge and understanding of all applicable Public Service policies and relevant DPSA prescripts, practices and procedures, Ability to write reports and compile presentations, Knowledge of Equate or Evaluate system, Change Management, negotiation skills and analytical and innovative thinking, written and verbal communication skills, and knowledge of Persal, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional

**DUTIES**

care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

: Review and redesign departmental organisational structure: Manage the development of Organizational reviews and functional structure. Coordinate the development of service delivery model and business case for change. Provide strategic and technical advice on the alignment of departmental strategy with the organizational structure. Manage Persal establishment. Facilitate the processes of conducting a mandate analysis and compile diagnostic report. Develop and maintain functional Organisational structure. Develop and Consult on functional organisational structure with internal and external stakeholders in the department. Implement and maintain Persal post establishment. Conduct business processes mapping and develop standard operating procedures for the department: Manage and Coordinate Business Process and Change Management. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance/assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Coordinate and ensure implementation of Job Evaluation (JE): Manage and Coordinate all positions that are due for a job evaluation process. Manage job analysis and the capturing of data in the system. Present evaluated positions to relevant JE structures. Draft report requesting approval of JE results and implementation of results. Manage capturing of JE results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Manage the implementation of Organisational change and transformation programmes: Manage the promotion and facilitation of the implementation of Batho Pele Programmes and Customer Care.

**ENQUIRIES**

: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

**POST 06/109**

: **DEPUTY DIRECTOR: ECONOMIC EMPOWERMENT REF NO: DEDEA/2021/01/14 (X2 POSTS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R733 257 – R863 748 per annum (Level 11)

: Head Office

: National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) or equivalent qualification majoring in Economics/Business Management/Development Studies or equivalent qualification as recognised by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Knowledge and understanding of all applicable Public Service legislation, policies, practices and procedures, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES**

: Facilitate the development of policy instruments in support of enterprises in the EC Province. Monitor evaluate and report on the sustainable impact of enterprise development policies, strategies, programmes and instruments. Provide technical advisory and support services to DEDEAT's implementing structures and agents. Provide technical support to established partnerships with various institutions for the growth and development of enterprises. Facilitate coordination with Municipalities on support programmes for SMME's. Facilitate the initiatives for the transformation of industries operating in the EC Province for an inclusive economy targeting the vulnerable groups and

		historically disadvantaged communities. Provide analysis of performance information submitted by entities and regional offices in line with Annual Performance Plan. Facilitate implementation of projects for economic empowerment of communities and businesses operating in townships and rural areas.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantscho at Tel No: (043) 605 7091
<b><u>POST 06/110</u></b>	:	<b><u>DEPUTY DIRECTOR: DEMAND, ACQUISITION AND LOGISTICS REF NO: DEDEA/2021/01/15</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 – R863 748 per annum (Level 11)
	:	Head Office
	:	National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) or equivalent qualification in Finance, Supply Chain Management or Public Management. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level in demand, acquisition, logistics and contract management. Post graduate qualification in a related field and Registration as a Member of Chartered Institute of Procurement and Supply (MCIPS) will be an added advantage. The following skills, knowledge and attributes are required: Knowledge and understanding of Preferential Procurement Policy Framework Act, BBBEE and PFMA; Knowledge of Supply Chain Management Framework, Logistics Services and Asset Management; Computer Skills, People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
<b><u>DUTIES</u></b>	:	Manage and maintain Demand Management, Acquisition Management, Logistics Services and Asset Management, Responsible for the development and implementation of the department strategic sourcing, conduct market analysis, Ensure effective quotation and bid management, Ensure the effective functioning of the bid committees; Manage Supply Chain Management function, facilitate monthly, quarterly and annual reporting on SCM related matters and procurement statistics; Ensure effective management, control over the safekeeping, utilization and maintenance of all assets including all leased assets; Assist in the development, implementation of disposal management strategy, policies and procedures; Develop and maintain acquisition, maintenance and disposal plan for asset; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantscho at Tel No: (043) 605 7091
<b><u>POST 06/111</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A (ENVIRONMENTAL MANAGEMENT) REF NO: DEDEA/2021/01/16</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R495 219 – R566 220 per annum (Grade A) (OSD)
	:	OR Tambo
	:	National Senior Certificate, 4 years' degree or equivalent qualification, appropriate Bachelor's Degree/Diploma in natural or environmental science fields. At least 6 years post qualification experience of which three years must include managerial experience and knowledge of environmental management. The following skills, knowledge and attributes are required: Environmental impact assessment management. Understanding and knowledge of relevant environmental prescripts. Proven ability and experience to write and interpret technical reports and documents. Management and negotiation skills. Ability to work productively in an environment consisting of multidisciplinary internal and external staff and stakeholders. Good communication (verbal and written), presentation and report writing skills. Able to provide technical support to other Departmental environmental functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups. Computer literacy. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Co-ordinating Environmental Management sector in the region supervise policy implementation, regional planning, resource utilization and

		management. Coordination of regional administration, planning, budgeting, performance management and reporting. Provide line function support on environmental planning and coordination; compliance and enforcement; environmental quality management (waste and air quality); biodiversity and coastal management and implementation of Environmental Empowerment Services and Facilitate project development and implementation to address environmental issues e.g. EPWP environmental sector. Supporting district and local municipalities on environmental management. Coordinate climate change planning. Integrate environmental sustainability into municipal and sector plans. Coordinate intergovernmental relations in the environmental sector. Support Departmental Senior Management, representing the Chief Director, HOD and MEC as delegated.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/112</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER: COMPLIANCE AND ENFORCEMENT REF NO: DEDEA/2021/01/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R495 219 – R566 220 per Annum (OSD)
	:	Sarah Baartman Region
	:	National Senior Certificate, 4 years' degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience of which a minimum of 3 years must be in environmental law enforcement. An EMI qualification will be an advantage. The following skills, knowledge and attributes are required: Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Practical environmental compliance and enforcement experience will be an added advantage. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Ability to gather, analyse and apply information in a multi-disciplinary environment. Excellent written and verbal communication skills. Ability to transfer compliance and enforcement skills to EMIs. Strategic, problem-solving and negotiation skills. Administrative and logistical skills. Customer focus and responsiveness. Willing to travel extensively and work irregular hours. Valid driver's licence required.
<b><u>DUTIES</u></b>	:	Plan, coordinate and render compliance monitoring inspections. Plan and coordinate law enforcement and investigations. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/113</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R402 045 – R557 856 per annum (OSD)
	:	Sarah Baartman Ref. No: DEDEA/2021/01/18 (X2 Posts)
	:	Joe Gqabi Ref No: DEDEA/2021/01/19 (X1 Post)
	:	OR Tambo Ref No: DEDEA/2021/01/20 (X1 Post)
	:	Alfred Nzo Ref No: DEDEA/2021/01/21 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, An Honours Degree or higher qualification in Environmental Management/Natural Sciences/Policing or related qualification. A valid driver's licence. The following skills, competencies and attributes are required: Working knowledge of environmental law enforcement; working knowledge of administrative and/or criminal enforcement. The completion of an Environmental Management Inspector training course and experience in forensic investigations will be an added advantage. Knowledge in the following: Environmental legislation, Constitutional law, administrative law, criminal law, EMI Operating Manual; Interpretation and application of legislation; Principles of environmental management; Communication (written and verbal) skills; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Conduct Investigation into complaints of non-compliance with environmental legislation; Draft administrative enforcement documents; affidavits; specialist reports and any other documents with evidential value as well as recording all progress in the investigation diary; Compile comprehensive case dockets/files with admissible evidence; Assist and partake in joint enforcement investigations and operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in

<b><u>ENQUIRIES</u></b>	:	awareness raising and capacity building programmes. can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/114</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER REF NO: DEDEA/2021/01/29 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 5: R373 389 – R480 921 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, A law degree (NQF level 7) majoring in Legal practice recognized by SAQA. Admission as an attorney / advocate with 3 years post admission experience. Supervisory experience will be an advantage. Computer literacy and a valid driver's license is required. The following skills, knowledge and attributes are required: Clear understanding of litigation procedures especially that of Organs of State, clear understanding of Corporate Governance Requirements, Disciplinary Procedures in line with the Public Service Act as well as procedure for drafting policy and legislation and adoption thereof. Knowledge of all legislation relevant to the Department. Specialised skill in Environmental Affairs will be an advantage. Strategic capability and leadership, Programme and Project Management, Financial Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, and Investigation.
<b><u>DUTIES</u></b>	:	Provide legal, and legal drafting and compliance advisory services. Co-ordinate the provisioning of litigation, appeal contract development and specialized environmental law advisory and support services. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/115</u></b>	:	<b><u>INTERNAL AUDITOR REF NO: DEDEA/2021/01/30</u></b>
<b><u>SALARY</u></b>	:	R316 791 – R373 167 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, A National Diploma or Degree (NQF level 6 or 7) qualification in Internal Auditing as recognized by SAQA. In addition, 2-3 years working experience in relevant field. Relevant professional registration will be an added advantage. The following skills, knowledge and attributes are required: Extensive knowledge of relevant legislations such as Public Finance Management Act 1999 as amended (PFMA), Public Service Act 1994 and Professional Practices such as the Standards for the Professional Practices of Internal Auditing (SPPIA) issued by the Institute of Internal Auditors (IIA), Good communication skills. Computer Literacy. Skills, Knowledge of PFMA and accompanying Treasury Regulations, Research, report writing, negotiation, interpersonal relations, communication, facilitations, analyzing, conflict management, presentation, working in a team. Valid driver's license required.
<b><u>DUTIES</u></b>	:	Contribute to the development of strategic audit plans. Participate in the identification of the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist the Accounting Officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Participate in the development of proposals to determine the scope of allocated internal audit engagements. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Progress report against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the Internal Audit Environment.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/116</u></b>	:	<b><u>SENIOR CONSUMER ADVISOR REF NO: DEDEA/2021/01/31</u></b>
<b><u>SALARY</u></b>	:	R316 791 – R373 167 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, A National Diploma or Degree (NQF level 6 or 7) qualification majoring in Business Management/Dispute Resolution/Public Administration. Valid driver's licence. The following skills, knowledge and attributes are required: Citizen Service Orientated; Creative thinking; Problem



		solving; Able to produce written business/ technical communications and reports and communicate verbally in meetings, and public presentations; Computer literate.
<b><u>DUTIES</u></b>	:	Provide technical assistance with the development of and implement the targeted district consumer awareness strategy. Provide technical assistance to consumers to resolve complaints. Perform admin related functions.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantscho at Tel No: (043) 605 7091
<b><u>POST 06/117</u></b>	:	<b><u>PRINCIPAL PERSONNEL PRACTITIONER: RECRUITMENT AND CONDITIONS OF SERVICES REF NO: DEDEA/2021/01/32</u></b>
<b><u>SALARY</u></b>	:	R316 791 – R373 167 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, A National Diploma (NQF level 6)/Degree (NQF level 7) qualification majoring in Human Resource Management. Three years' experience after obtaining the qualification in HR provisioning and service benefit administration environment. Valid driver's licence. The following skills, knowledge and attributes are required: Knowledge of Persal; Public Service Act and Public Service Regulations; Batho Pele Principles; Good written and verbal communication skills; Presentation skills; Conflict management; Analytical; Computer literacy; Planning and organising; Supervisory; Time Management.
<b><u>DUTIES</u></b>	:	Implementation and maintenance of human resource administration practices. Provisioning of Employee movement practices. Provision of exit management services. Administer and implement Service Benefits. Ensure the effective and efficiency utilisation of subordinates.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantscho at Tel No: (043) 605 7091
<b><u>POST 06/118</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: BIODIVERSITY REF NO: DEDEA/2021/01/22</u></b>
<b><u>SALARY</u></b>	:	Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Degree or diploma in the Environmental conservation sciences field or equivalent qualification as recognised by SAQA. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence required.
<b><u>DUTIES</u></b>	:	implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Protected Area and Ecosystem management; Advise and guide the members of the public and private sector on the implementation of appropriate conservation techniques; Prepare inspection reports and draft permits for fauna and flora. Liaison with Head Office on wildlife management; Undertake compliance monitoring exercises in respect of wildlife permits activities and any other biodiversity conservation matters; Liaison with National, Provincial and Local Government on issues relating to biodiversity conservation and protected area management. Liaison with the Eastern Cape Parks and Tourism Agency; Attend to aquatic and wetlands management aspects. Perform any other duties relating administration and management as may be delegated by supervisor from time to time.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantscho at Tel No: (043) 605 7091
<b><u>POST 06/119</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MANAGEMENT REF NO: DEDEA/2021/01/23</u></b>
<b><u>SALARY</u></b>	:	Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD).
<b><u>CENTRE</u></b>	:	Amathole
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Degree or a National Diploma in Nature /Environmental Science field or equivalent qualification as recognized by SAQA. The following skills, knowledge and attributes are required: Computer

		literacy; good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid Driver's license is required.
<b><u>DUTIES</u></b>	:	Implementation of Environmental Management tools such as Environmental Impact Assessment and management systems to ensure compliance with Provincial and National Environmental Legislation and Policies. Perform inspection and compile inspection reports and Record of Decision in accordance with the National Environmental law and National Environmental Management Act. Implement National Waste Management Strategies, Waste management Act and Air Quality Management Act; EIA Regulations. Conduct Compliance monitoring on waste management as well as air quality services. Liaison with National, Provincial and Local Government in terms of Environmental policies procedures and legislation. Perform any other duties relating to administration and management as may be delegated from time to time.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/120</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: COASTAL ZONE MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<b><u>CENTRE</u></b>	:	Alfred Nzo Ref No: DEDEA/2021/01/24 Sarah Baartman Ref No: DEDEA/2021/01/25
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Degree or Diploma in Environmental Management/Natural Science/Coastal Planning or equivalent qualification field as recognized by SAQA. The following skills, knowledge and attributes are required: Integrated Coastal Planning and Management, Computer literacy, Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts). A valid driver's license is required.
<b><u>DUTIES</u></b>	:	Implementation of Policies and legislation on integrated coastal management. Promote integrated coastal management. Advise members of the public on issues relating to coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with other spheres of government on coastal management. Attend to matters relating to marine and coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<b><u>POST 06/121</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: EMPOWERMENT SERVICES REF NO: DEDEA/2021/01/26</u></b>
<b><u>SALARY</u></b>	:	Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<b><u>CENTRE</u></b>	:	Amathole
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Degree/diploma in Environmental Management/Education or Natural Science fields. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act).
<b><u>DUTIES</u></b>	:	Implement environmental education programmes to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc) which would include the following: Identifying and implementing environmental capacity building programmes for the general public and relevant stakeholders; Developing and implementing community-based natural resource management and environmental action projects for sustainable development; Promoting and implementing environmental awareness programmes. Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

<b><u>POST 06/122</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: WASTE AND AIR QUALITY MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<b><u>CENTRE</u></b>	:	Joe Gqabi Ref No: DEDEA/2021/01/27 Chris Hani Ref No: DEDEA/2021/01/28
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Degree/diploma in Environmental Management or Natural Science fields. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental and waste management field; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, Air Quality Act, National Waste Management Strategy, Environmental Impact Assessment Regulations etc.
<b><u>DUTIES</u></b>	:	Implementation of environmental policies, strategies, action plans and legislations. Integrated Waste Management Planning (IWMP) and Air Quality management. Contribute to the development, monitoring and implementation of Provincial IWMP, Hazardous waste plans and Air Quality plans. Implement EIA regulations and licensing in respect of disposal facilities. Enforcement and compliance in relation to permits, licenses and authorizations issued. Respond and attend to pollution incidents and complaints. Liaison with National, Provincial and Local Government on issues relating to environmental management (waste and air quality management). Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr T. Gantscho at Tel No: (043) 605 7091

**OFFICE OF THE PREMIER**

***Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply.  
Employment Equity targets of the Department will be adhered to.***

<b><u>APPLICATIONS</u></b>	:	Please take note, NO hand delivered applications will be allowed due to COVID 19. Applications: can be emailed to <a href="mailto:HODrecruitment@otp.ecprov.gov.za">HODrecruitment@otp.ecprov.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr L. Van Zuydam / Ms S Nkonki
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <a href="http://www.info.gov.za/documents/forms/employ.pdf">http://www.info.gov.za/documents/forms/employ.pdf</a> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached and ID-document and Driver's licence. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . Further Note: Applications must be submitted on the newly approved prescribed application form Z83, which is obtainable from any Public

Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za). A comprehensive CV and certified copies of educational qualifications, identity document and driver's licence must be attached. Failure to comply with the above may result in immediate disqualification. Applicants who have already applied for the same vacancies published in other print media, with a closing of 12 February 2021, need not to apply again.

#### **MANAGEMENT ECHELON**

<b><u>POST 06/123</u></b>	:	<b><u>HEAD OF DEPARTMENT OF EDUCATION REF NO: 01/01/2021</u></b>
<b><u>SALARY</u></b>	:	R1 976 533 per annum (Level 16)
<b><u>CENTRE</u></b>	:	Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, an undergraduate qualification (NQF level 7) and a postgraduate (NQF level 8) relevant qualification as recognized by SAQA. Must have 8 to 10 years' experience at senior management level, of which 3 years must have been at Executive Management level and 3 years must have been with any organ of state as defined in the Constitution, Act 108 of 1996. Qualifications and experience related to the Education sector will be advantageous. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Pre-entry Certificate for Senior Management Services is a requirement. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment and Empowerment, Service Delivery Innovation, Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Service Finance Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.
<b><u>DUTIES</u></b>	:	Manage departmental operations and support functions. Align planning to the national and provincial planning framework. Ensure the implementation of national and provincial policies, legislation and education priorities. Promoting a culture of education and facilitating delivery of quality teaching and learning. Facilitating the setting up of mechanisms for strengthening the department and building the skills and human resources base of the Eastern Cape. Ensuring the efficient utilisation and management of education resources, the promotion of investment in education and the strategic deployment of the human and financial resources at its disposal. Facilitating the realignment and streamlining of the Department to increase its efficiency and effectiveness. Ensuring the implementation of the National Curriculum Statement and Early Childhood Development. Implement good governance systems and the compliance-monitoring framework, including sound financial management, risk assurance management services, customer and stakeholder participation in health planning and sound environmental practices. Ensuring cooperation and collaboration with relevant institutions, such as parliamentary committees, provincial and national inter-and intra-governmental structures and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mr. L Van Zuydam at Tel No: (076) 784 5033 / Mrs S Nkonki at Tel No: (060) 961 8624

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

***Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply. Employment Equity targets of the Department will be adhered to.***

<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Provincial Office: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.
<b><u>FOR ATTENTION</u></b>	:	Ms Z. Moyeni
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <a href="http://www.info.gov.za/documents/forms/employ.pdf">http://www.info.gov.za/documents/forms/employ.pdf</a> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and

Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Preference will be given to persons with disabilities.

## **MANAGEMENT ECHELON**

<b><u>POST 06/124</u></b>	:	<b><u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DSD 01/01/2021</u></b> Re-advertised Previous Interested applicants are invited to re- apply as well
<b><u>SALARY</u></b>	:	R1 251 183 per annum (Level 14)
<b><u>CENTRE</u></b>	:	Provincial Office (KWT)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, plus an appropriate NQF level 7 (B. Degree) qualification in Human Resource Management/Development/Public Management/ Business Management/Administration or equivalent qualification as recognized by SAQA. A postgraduate qualification in the Social Sciences, Business Management or other relevant field would be an added advantage. 5 years' experience at Senior Management level in the Human Resource Management environment with a strong track record in a corporate services environment. A valid driver's license. Advanced computer literacy. An SMS pre-Entry Certificate must be attached, and this is in compliance with DPSA Directive paragraph 10.3.Competencies: Sound understanding of the public sector regulatory frameworks, processes, systems, and transformation agenda with precise knowledge of Public Service Act, Public Service Regulation Act, Labour Relations Act, Skills Development Act, PAIA, PAJA, POPIA BCEA, COIDA. Specialized knowledge of personnel provisioning and utilization processes, condition of services and termination, structure and functioning of the department, PERSAL literacy and personnel information systems, collective agreements, Codes of Remunerations and Public Management Finance Act. Must have excellent communication skills, change management, client orientation and customer focused, diversity management, risk management, audit and assurance. Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment. Ability to work in a highly pressurized environment.
<b><u>DUTIES</u></b>	:	Drive the strategic planning and implementation process of all components under his/her control and management. Manage corporate services related projects. Ensure coordination and monitoring of corporate services and related projects. Ensure management of Human Resources Administration and Planning Ensure the management of Human Resource capacity Development and Organisational Development. Ensure the management of Employee relations and Employee health and awareness. Ensure the co-ordination of strategic planning and policy development. Ensure management of public relations and communication. Manage Human Resource Administration and Planning. Ensure development and implementation of Human Resource Plan. Ensure the management of HR Information system. Ensure the rendering of recruitment and selection. Ensure coordination of conditions of services and remuneration. Ensure safe keeping of personnel records. Ensure sound public relations and communication services. Management of public relations and communication. Management of communication strategy. Ensure the development of communication strategy. Ensure formulation and development of Policies and Strategic planning. Ensuring the development of policies. Ensuring development of departmental strategic plans and reports. Ensuring

that the regulations framed under the regulations promulgated under the various Acts are captured in daily operations. Ensure that norms and standard and practices are adhered to. Ensure the monitoring and evaluation of all programmes. Ensuring the quality assurance of all programmes in the department. Management of Human Resources capacity Development and Organisational Development. Ensuring management of Human Resources Development. Ensuring management and implementation of PMDS. Management of organizational Development and designs. Management of Employee relations and employee health and wellness. Management of employees relations. Management of collective bargaining. Ensuring Quality of work and life management. Ensuring Health and safety programmes.

**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5110 / Ms A. Njaba Tel No: (043) 605-5101

#### OTHER POST

**POST 06/125** : **ASSISTANT DIRECTOR: WELLNESS REF NO: DSD 02/02/2021**

**SALARY** : R376 596 per annum (Level 09)

**CENTRE** : Provincial Office (KWT)

**REQUIREMENTS** : National Senior Certificate, plus an appropriate NQF level 7 qualification Degree in Social Work or Psychology or related field. At least 3 years at supervisory level 7/8. Competencies: Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework and related policies. Environment or human behaviour management related field. Monitoring and Evaluation, Data Analysis and Reporting as well as Computer Literacy skills. Registration with the relevant professional body e.g. SACSSP or HPCSA and Personal Profile: Communication skills, organisation ability, motivation skills, ability to meet deadlines, self-driven, strong inter-personal relations skills and decision-making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills.

**DUTIES** : Ensure coordination, monitoring and evaluation of the EHWP in the Department. Interpret and implement policies regarding management of HIV and AIDS and Employee Wellness Programmes. Assist in the Development, review and distribution of HIV & AIDS policy to districts and Head Office. Promote prevention through Peer Education programme. Conduct awareness campaigns on HIV and AIDS and related illnesses. Facilitate health screening programmes for employees. Look at problems affecting employees and their families. Establish networks for the implementation of HIV & AIDS programmes. Liaise with OTP and other government departments e.g. DPSA. Liaise with professional people for referral cases e.g. Psychologists. Conduct presentations. Market the Employee Wellness Programme. Provide professional support to employees/managers on managing/improving performance of employees affected and infected with HIV & AIDS. Facilitate workshops for managers on identifying troubled employees. Counsel employees who seek help and make referrals. Establish prevention, care and support programmes as well as monitoring and evaluation. Facilitate establishment and implementation of wellness Committees in the Districts and Head Office. Conduct awareness campaigns on prevention. Encourage employees to access care and support through joining medical aid schemes. Facilitate training and development.

**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5110 / Ms A. Njaba Tel No: (043) 605-5101

#### DEPARTMENT OF TRANSPORT

*The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS** : Please take note, NO hand delivered applications will be allowed due to COVID 19. Applicants can apply online using [www.ecprov.gov.za](http://www.ecprov.gov.za) through E-recruitment system.

**CLOSING DATE** : 05 March 2021

**NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an

unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. The department welcomes applications from all racial groups. However in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. NB: To Obtain More Information On Requirements And Functions: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ectransport.gov.za](http://www.ectransport.gov.za)

#### OTHER POSTS

<b><u>POST 06/126</u></b>	:	<b><u>CHIEF ENGINEER: TRAFFIC ENGINEERING &amp; LAND FREIGHT REF NO: DOT 01/01/2021</u></b> (This is re-advertisement)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade A: R1 042 827 per annum (OSD), all – inclusive remuneration package
	:	Head Office
	:	National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years' experience required as a registered professional Engineer. A Valid driver's license. Compulsory registration with the Engineering Council of SA (ECSA) as a Professional Engineer/ Technologist. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Knowledge of collective bargaining Procurement directives.
<b><u>DUTIES</u></b>	:	Freight planning and analysis effectiveness: Ensure alignment of Provincial policies and strategies with national policies. Update existing policies on overload control. Ensure alignment of Provincial policies and strategies with national policies. Ensure linkage with the Strategic Freight Development Corridors Initiative. Draft a Provincial Freight Plan. Build capacity to municipalities around the development and implementation of integrated transport plans. Maintain Freight planning implementation effectiveness: Implement policies and regulations for control and elimination of overloading. Oversee progress in the Construction of provincial weighbridges. Ensure that weighbridges are run efficiently and effectively. Establish, Coordinate and Manage the Provincial Freight Logistics Forum. Compile a Freight Databank. Promote intermodalism and other sustainable methods for the carriage of cargo. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical

consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate. People management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate.

**ENQUIRIES** : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 06/127** : **DEPUTY DIRECTOR: TECHNICAL ADMINISTRATION REF NO: DOT 02/01/2021**

**SALARY** : R733 257 per annum (all – inclusive salary package)  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in engineering. 3 years' Experience at Assistant Director Level. A Valid Driver's License. Knowledge: Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication, Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Citizen Focus and Responsiveness. Developing Others. Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.  
**DUTIES** : To render effective technical and administrative support service. Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works. Co-ordinate the procurement of Roads maintenance materials for the district Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation. Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 06/128** : **DEPUTY DIRECTOR: MANAGEMENT INFORMATION SERVICES REF NO: DOT 03/01/2021**

**SALARY** : R733 257 per annum, (all – inclusive salary package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Information Systems or Information Technology/B.Sc.



		Computer Science with Information Systems as a major subject. Microsoft Power BI, Project management; MCDBA; IT management; added advantage. Valid driver's license (Code 08) is compulsory. Knowledge: Strong technical knowledge of data management systems, data warehousing methodology, data quality, data modelling, data governance, analytics, and predictive modeling. Strong technical knowledge of current data management trends. Proven experience in building and managing virtual teams. Extensive knowledge of SQL and data manipulation languages. Proven experience in BI/data warehousing planning and development. Proven experience in infrastructure and staff. Excellent understanding of the organization's goals and objectives. In-depth knowledge of applicable data privacy practices and laws in multiple countries. Experience in successfully using project management tools to execute large scale global projects. Strong understanding of project management principles. Strong understanding of human resource management principles, practices, and procedures. Strong written and communicational skills in English.
<b><u>DUTIES</u></b>	:	Strategy & Planning: Work with stakeholders to define business and systems requirements for new information technologies, particularly in the areas of BI, analytics, and data warehousing. Work with different business units at the director level to align the business and IT. Ensure the efficient utilization of data resources across different business units and global locations (if applicable). Oversee all reports, dashboards, and information artifacts. Develop global maintenance schedules for BI and data warehousing systems. Promote BI program. Develop business intelligence competency centre (BICC). Facilitate system feasibility studies, proof of concepts, pilot project, and testing. Examine, refine, and develop BI metrics. Ensure best practices are established for effective problem resolution for a high availability, 24/7, global environment. Develop, implement, and maintain all key BI and data management policies and procedures, including those for BI/EDW architecture, data centers, standards, purchasing, monitoring, and service provision. Acquisition & Deployment: Manage the deployment, monitoring, maintenance, development, upgrade, and support of BI/EDW systems, including data architecture, data integration, and high availability, security, and data privacy. Define the short- and long-term strategies for the corporate BI/analytics program to ensure effective delivery of information that meets current and future requirements. Approve purchase of equipment and supplies to meet operational requirements of the business. Analyze existing operations and make recommendations for the improvement and growth of the BI/EDW architecture. Conduct research and remain current with the latest data technologies and solutions in support of future data management procurement efforts. Develop requests for proposal. Operational Management: Practice asset management for hardware, software, and equipment. Manage operations staffing, including recruitment supervision, scheduling, development, evaluation, and disciplinary actions across multiple global locations. Ensure change management practices conform to organization-wide standards. Establish and maintain regular written and in-person communications with the organization's executives, department heads, and end users regarding information-based decision making. Assist in the provisioning of end-user services, including user hotline and technical support services.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<b><u>POST 06/129</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNITY BASED PROGRAMMES REF NO: DOT 04/01/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum, (all – inclusive salary package)
	:	Alfred Nzo
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Developmental Studies, Social Science, Public Administration. 3 years relevant experience at Assistant Director Level. A valid driver's license. Knowledge: Public Finance Management Act (PFMA) .Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication, Information Management. Continuous Improvement Citizen Focus and Responsiveness. Developing Others.
<b><u>DUTIES</u></b>	:	Promote community development programmes through the implementation of

EPWP flagship programmes. Create work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services at community level that contribute towards poverty alleviation. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors Promote implementation of EPWP innovation initiatives. Facilitate training of EPWP beneficiaries. Promote enterprise development. Facilitate the development of artisans and labour-intensive practitioners. Facilitate implementation of NYS. Facilitate and implement contractor development programs. Manage and coordinate expenditure on the EPWP programme. Assess the impact of all EPWP projects. Monitor implementation of EPWP projects. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 06/130** : **DEPUTY DIRECTOR: COMMUNITY OUTREACH REF NO: DOT 05/01/2021**

**SALARY** : R733 257 per annum, (all – inclusive salary package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Developmental Studies or related fields such as Communication, Public Relations, Project Management and Social Science. Certificate in Road Safety Education will be an added advantage. 3 years relevant experience at Assistant Director Level. A valid driver's license. Knowledge: Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication, Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problem. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership.

**DUTIES** : Research and develop strategies to promote public empowerment and participation in road safety. Coordinate the identification of road safety needs. Coordinate the development of effective community based road safety marketing strategies. Identify, assess, prioritize and coordinate research and information gathering on Road Safety. Coordinate the implementation and management of road safety community based programmes and project. Monitor and evaluate the impact of community based road safety projects. Conduct monitoring and evaluation of impact of road safety projects and programmes. Oversee the development of road safety plans by Local Authorities and Entities. Promote integration in Road Safety awareness. Ensure effective practical cooperation between provincial structures, other role players and the directorate to increase awareness. Ensure promotion, training and development of various structures and organisations. Provide support to road safety community structures and organisations. Facilitate training, coordination and information sharing with key partners on different aspects on road safety education and awareness. Develop road safety guiding documents and manuals. Financial Management. Manage procurement and budget of the section. Consolidate costed district operational plans into a sub directorate operational plan. Work out budget allocation and cash flow of the sub directorate. Monitor expenditure for the sub directorate and districts and recommend corrective action if under or over spending. Participate in In -Year

		Monitoring and prepare reports for the sub directorate. Develop procurement plan for the sub directorate and coordinate procurement plans from the districts.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<b><u>POST 06/131</u></b>	:	<b><u>CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: DOT 07/01/2021</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Cradock
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/ Road Traffic and Municipal Police Management/ Traffic Management/ LLB/ Public Management/Traffic Safety Management/ Transport Management. 7 -10 years working experience in Traffic Law Enforcement Field. 3 -5 years Supervisory Experience in the field. At least a valid code B Driving licenses. No criminal record. Knowledge: Extensive knowledge of traffic management policies and C. Public Service Regulations. Traffic Management Act. Traffic management systems (TRAFMAN, ENatis). Performance management system.
<b><u>DUTIES</u></b>	:	Conducting of inspections to DLTC's to check compliance with procedures: Check availability of registration certificate, registered examiners and their correct grading. Check whether applicants are correctly booked in the register. Check whether all relevant prescribed forms are completed. Inspect layout of yard test in respect of road markings and measurements of manoeuvres are correct. Check that all people using NATIS are authorised to do so and they are effecting appropriate allocated transactions. Audit files and pursue any irregularities that may prevail which may lead to disciplinary or criminal offence. Conducting of inspections to VTS's to check adherence with procedures: Check that the site is correctly zoned and the structure has a clear entrance and exit. Check whether the working space provided is of the correct length. Check whether the facilities are correctly calibrated as well as the validity of the calibration certificate as per SABS (SANS) standards. Check whether there is a management representative managing all affairs of the facility. The application and execution of punitive measures in respect of any irregularities and to effect appropriate measures for non-compliance: Suspend or cancel all an authorised officers/stations/centres. Analyze and scrutinize the extent of peculiarities and irregularities for decision making. Issue TS 4 form for warning or TS 5 form for suspension of the station. Execute any duties confined in the Criminal Procedure Act. Execute any duties confined in the Criminal Procedure Act. Monitoring compliance with set provincial specifications by number plate manufacturers and embossers: Conduct physical inspections to embossers to check whether the certificate is displayed conspicuously. Cancel registration for non-compliance.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<b><u>POST 06/132</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 06/01/2021</u></b>
<b><u>SALARY</u></b>	:	R376 596.per annum (Level 09)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Public Administration/ Public Management, Social Sciences, Developmental Studies, Public Relations. 3 years relevant experience at Supervisory Level. A valid driver's license. Knowledge: Applied Strategic thinking. Applying Technology Budgeting and Financial Management. Communication, Information management. Continuous Improvement. Citizen Focus and Responsiveness. Citizen Focus and Responsiveness. Developing Others Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
<b><u>DUTIES</u></b>	:	To create work opportunities for the poor and unemployed people using EPWP. Manage implementation of EPWP flagship programmes. Facilitate creation of work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services that contribute towards poverty alleviation at community level. Conduct social facilitation and foster compliance

with the EPWP policies, guidelines, norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors. Manage implementation of EPWP innovation initiatives. Facilitate training of EPWP beneficiaries. Facilitate enterprise development. Facilitate the development of artisans and labour-intensive practitioners. Manage implementation of NYS. Implement contractor development programs. Coordinate expenditure on the EPWP programme. Assess the impact of all EPWP projects. Manage implementation of EPWP project. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 06/133** : **PRINCIPAL FIREMAN (TRAINING OFFICER): FIRE RESCUE & APRON SERVICES REF NO: DOT 08/01/2021**  
(This is re-advertisement)

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Umthatha Airport  
**REQUIREMENTS** : National Senior Certificate, Further Education and Training Certificate: Occupationally-Directed Education Training and Development Practices. Firefighting 1 & 2. Hazmat 1 & 2. Valid First Aid level3. Accredited facilitator and Assessor certificate, Fire Instructor 1 (NFPA 1041). A valid driver's license (EC will be an advantage) physically fit. Computer literacy. 3 years' experience in the environment. Knowledge: Airport Rescue and Firefighting. Handling of Hazardous material. Civil Aviation Regulation Part 139. Occupational Health and Safety. Public Service Regulations.

**DUTIES** : Governance, Compliance and Risk Management: Adhere to statutory regulations, organizational standards, policies and procedures. Report non-compliance and implement corrective actions to ensure compliance. Render Training services: Manage the Aerodrome Rescue and Fire Fighting Training requirements in conformance to the South African Civil Aviation (SACAA) standards recommendation practices and technical standards and to South African legislation requirements. Implement training programmes to ensure operational readiness. Schedule and facilitate operational on-the-job theoretical and practical training for ARFF. Conduct competency assessments in line with legislative requirements. In conjunction with the ARFF department of ACSA Training Academy, amend and update the content of on-the-job and practical training, as and when required. Conduct regular training needs analysis and submit for inclusion in the training plan. Implement and maintain training QMS and filling system to ensure compliance to regulatory standards. Conduct physical assessments for new and existing staff. Conduct training and intervention assessments to ensure applicability, efficiency and effectiveness of courses in line with organizational objectives. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the component. Manage daily employee performance and ensure timely

<b><u>ENQUIRIES</u></b>	:	Performance Assessments of all subordinates. Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<b><u>POST 06/134</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: DOT 09/01/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09) Head Office National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7as recognized by SAQA) in Human Resource Management/Public Management. 3-5 years relevant experience. PERSAL Certificates. A Valid Driver's License. Knowledge: Knowledge and understanding of Human Resource Management environment. Knowledge of policies/ implementation strategy. Knowledge of Human Resource Management Legislation/Directives. Knowledge of the Persal system. Problem solving skills. Analytical skills. Thinking skills. Report skills. Presentation skills. Computer skills.
<b><u>DUTIES</u></b>	:	Facilitate the processing of service Terminations. Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.) Conduct workshops on Service Terminations. Facilitate the processing of Leave Administration. Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with Persal. Compile PILLAR reports and submit to SOMA. Submit SOMA results to relevant officials. Conduct workshops on Leave management. Facilitate the processing of Service benefits. Align Long service award list with Persal. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept. of Labour. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<b><u>POST 06/135</u></b>	:	<b><u>ENGINEERING TECHNICIAN: MECHANICAL (X2 POSTS)</u></b> (One Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R311 859 per annum Chris Hani Ref No: DOT 10/01/2021 Joe Gqabi Ref No: DOT13/01/2021 National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Mechanical Engineering. A Valid driver's license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience. Knowledge: Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering application, knowledge of legal compliance, Technical report writing, Networking, professional judgement. Generic: Problem solving and analysis, Decision making, Team work, creativity, self-management, Customer focus and responsiveness, communication, computer skills, planning and organising
<b><u>DUTIES</u></b>	:	Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical

		<p>manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.</p>
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<b><u>POST 06/136</u></b>	:	<b><u>ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT OPERATIONS</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Joe Gqabi Ref No: DOT 11/01/2021
	:	Sarah Baartman Ref No: DOT12/01/2021
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Office administration/ Public Management/ Business administration. 3 years' relevant experience. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Disseminate information on taxi recapitalisation programme. Provide administration support service within the component: Maintain a leave register for the section. Arrange travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Develop a proper filing system for the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<b><u>POST 06/137</u></b>	:	<b><u>LICENSING CLERK (SUPERVISOR): PT REGISTRATION OPERATOR LICENSES &amp; PERMITS REF NO: DOT 13/01/2021 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Management / Public Administration. 2-3 years' relevant experience. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Problem solving skills. Communication Skills.
<b><u>DUTIES</u></b>	:	Render administrative support leading to the formalization of Public Transport Operations through registration. Activities: Validating the received documents for registration of public transport vehicles and their capturing. Processes memo leading to the linking/registration/capturing of Public Transport vehicles. Capturing of approved vehicle applications (Replacement/Granted/Conversion/Transfer/Estate). Preparation of registration monthly reports. Activities: Request reports from the employees involved in registration and capturing of vehicles. Compile reports and send them to the Assistant Manager. Filing copies in each month for future reference. Assisting in monitoring the compliance by registered operators and their associations with the prescribed minimum standards. Activities: Coordinating

**ENQUIRIES**

Voter Education, Nominations, Elections to ensure the fairness of the process.  
Coordinating the Inauguration and Training of the newly elected Local  
Association Executive, and, monitoring and assisting the newly elected  
executive in executing its duties.  
: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604  
7455/7458

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

**CLOSING DATE**  
**NOTE**

- : 05 March 2021
- : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within six (6) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you 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. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 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. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

**OTHER POSTS**

**POST 06/138**

: **PHARMACIST: GRADE 1-3; REF NO: H/P/6**

**SALARY**

- : Grade 1: R693 372 per annum (OSD)  
Grade 2: R751 026 per annum (OSD)  
Grade 3: R821 205 per annum (OSD)

**CENTRE**  
**REQUIREMENTS**

- : Thabo Mofutsanyana District
- : Appropriate bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a 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:** Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa **Grade 3:** Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge and Skills: Good interpersonal relations. Knowledge of good pharmacy practice.

**DUTIES**

- : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or



compounding of the medicine, the labeling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counseling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds. Check emergency trolleys/ rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping. Distribution and redistribution of stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Monitoring treatment to workers due to occupational injury. Keeping of statistics, compiling of reports. Where acting as a responsible pharmacist: Control the budget. Supervision of pharmacy personnel. Ensure implementation of the referral system. Attend meetings. Implement and maintain the infection control policy. Other: Dialysis. Stoma therapy. Sterile preparations. Monthly meetings with team to discuss ART issues and discuss case scenarios.

<b><u>ENQUIRIES</u></b>	:	Mr S Shabangu, Tel No: (058) 713 0515 ext 144
<b><u>APPLICATIONS</u></b>	:	District Manager, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba.
<b><u>FOR ATTENTION</u></b>	:	Mr M S Shabangu
<b><u>POST 06/139</u></b>	:	<b><u>NUCLEAR MEDICINE RADIOGRAPHER GRADE 1-3: REF NO: H/N/1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R395 703 per annum (OSD) Grade 2: R466 119 per annum (OSD) Grade 3: R549 066 per annum OSD
<b><u>CENTRE</u></b>	:	Nuclear Medicine Department, Universitas Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with the HPCSA as a Nuclear Medicine Radiographer and proof of payment for the current year. B-Tech/Diploma in Nuclear Medicine. Experience: <b>Grade 1:</b> A minimum of 4 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer. <b>Grade 2:</b> A minimum of 14 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer. <b>Grade 3:</b> A minimum of 24 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer. Knowledge And Skills: Pet/Ct experience and Radiopharmaceutical administrations will be an advantage.
<b><u>DUTIES</u></b>	:	Patient care and clinical service rendering. Perform hot laboratory duties, Nuclear medicine studies, as well as take part in quality assurance activities. Take part in research and training for development of the department, as well as CPD programmes. Participate in planning, organizing and implementations of departmental policies/ procedures. Safe radiation practices.
<b><u>ENQUIRIES</u></b>	:	Me MJ Pule Tel No: (051)4053487
<b><u>APPLICATIONS</u></b>	:	TO; The Chief Executive Officer, Universitas Hospital Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Mr MJ Baleni
<b><u>POST 06/140</u></b>	:	<b><u>PROFESSIONAL NURSE PNB-1 - PNB-2: REF NO: H/P/7 (X14 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum (OSD) Grade 2: R471 333 per annum (OSD)
<b><u>CENTRE</u></b>	:	Thabo Mofutsanyana District
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred Knowledge and Skills: Understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice

		in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effective management of resources. Implementation of ministerial injunctions. Management of projects and campaigns in the facility.
<b><u>DUTIES</u></b>	:	Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader in the unit where necessary. Ensure the implementation of PHC Services in line with the Department Strategic Goals. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<b><u>ENQUIRIES</u></b>	:	Mr S Shabangu, Tel No: (058) 713 0515 ext 144
<b><u>APPLICATIONS</u></b>	:	To: District Manager, Thabo Mofutsanyana District Private Bag x824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba.
<b><u>FOR ATTENTION</u></b>	:	Mr M S Shabangu
<b><u>POST 06/141</u></b>	:	<b><u>PROFESSIONAL NURSE: PNB 1 - PNB-2: (ICU): REF NO: H/P/10</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum (OSD) Grade 2: R471 333 per annum (OSD)
<b><u>CENTRE</u></b>	:	Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with SANC as Professional Nurse plus a post-basic Nursing Qualification with a duration of at least 1 Year in Critical Care, accredited with SANC. Experience: PNB-1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. PNB-2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Knowledge And Skills: Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in ICU. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders. Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and Physical resources.
<b><u>ENQUIRIES</u></b>	:	Mr HS Mosase: Acting Head of Nursing, Tel No: (058) 718 3200/3204
<b><u>APPLICATIONS</u></b>	:	To: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1 <sup>st</sup> floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.
<b><u>FOR ATTENTION</u></b>	:	Mr SR Makoko
<b><u>POST 06/142</u></b>	:	<b><u>PROFESSIONAL NURSE: PNB 1 - PNB-2: (LABOUR WARD) REF NO: H/P/9 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum (OSD) Grade 2: R471 333 per annum (OSD)
<b><u>CENTRE</u></b>	:	Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in Nursing or equivalent qualification that allow registration with SANC as Professional Nurse plus a post-basic Nursing Qualification with a duration of at least 1 Year in advanced Midwifery, accredited with SANC. Current registration with the South African Nursing Council (SANC). Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Knowledge And Skills: Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy.

<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in Maternity Ward. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders. Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and Physical resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr HS Mosase: Acting Head of Nursing, Tel No: (058) 718 3200/3204
	:	To: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1 <sup>st</sup> floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.
<b><u>FOR ATTENTION</u></b>	:	Mr SR Makoko
<b><u>POST 06/143</u></b>	:	<b><u>DIETICIAN: GRADE 1-3: REF NO: H/D/4 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R317 976 per annum (OSD) Grade 2: R372 810 per annum (OSD) Grade 3: R439 164 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Thabo Mofutsanyana District
	:	BSc Dietetics Degree. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Dietician in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good interpersonal relations. Computer literacy.
<b><u>DUTIES</u></b>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Shabangu, Tel No: (058) 713 0515 ext 144
	:	TO: District Manager, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba.
<b><u>FOR ATTENTION</u></b>	:	Mr M S Shabangu
<b><u>POST 06/144</u></b>	:	<b><u>SOCIAL WORKER: GRADE 1-4: REF NO: H/S/13 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R257 592 per annum (OSD) Grade 2: R316 794 per annum (OSD) Grade 3: R384 228 per annum (OSD) Grade 4: R472 551 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Thabo Mofutsanyana District
	:	Bachelor of Social Work. Registration with the SACSSP as a Social Worker. Experience: <b>Grade 1.</b> None. <b>Grade 2.</b> A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. <b>Grade 3:</b> A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. <b>Grade 4:</b> A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP Knowledge and Skills: Good

<b><u>DUTIES</u></b>	:	interpersonal relations. Computer literacy. To provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being.
<b><u>ENQUIRIES</u></b>	:	Mr S Shabangu, Tel No: (058) 713 0515 ext 144
<b><u>APPLICATIONS</u></b>	:	TO: District Manager, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba.
<b><u>FOR ATTENTION</u></b>	:	Mr M S Shabangu

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

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

<b><u>APPLICATIONS</u></b>	:	For the department of Human Settlements to be submitted to: HR Manager, P.O Box 247, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at OR Tambo Building Bloemfontein.
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>NOTE</u></b>	:	Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications), driver's license, identity document and a C.V.). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Please visit the Department of Human Settlements' website at <a href="http://www.humansettlements.fs.gov.za">www.humansettlements.fs.gov.za</a> or the Department of Public Service and Administration vacancy circulars at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . In terms of section 76(4) and 77 of Public Finance Management Act (PFMA) read with Chapter 3 of Treasury Regulations, applications are hereby invited from interested independent and suitably qualified experts to serve on the Audit Committee of the Department of Human Settlements on a Fixed Term Contract For A Period Of Three Years With Effect From 1 June 2021

#### **OTHER POST**

<b><u>POST 06/145</u></b>	:	<b><u>AUDIT COMMITTEE MEMBERS REF NO: HS 01/2021 (X5 POSTS)</u></b> The approved remuneration of the Audit Committee sittings inclusive of preparation is as follows
<b><u>SALARY</u></b>	:	Chairperson: R2 199.per hour of attendance Member: R1 784.per hour of attendance Remuneration for Ad-hoc events and Special Meetings are as follows Chairperson: R511.per hour of attendance Member: R310.per hour of attendance Audit Committee members shall also be reimbursed for subsistence and travelling in terms of the Departmental Policy and the approved Provincial Cost Containment Circulars
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	applicants should be in the possession of relevant post-graduate degrees or equivalent qualification with a minimum of five (5) years' experience in any of the following fields and experience in any of the following fields: Accounting, Auditing and Financial Management, Legal, Information Technology, Social Science, Engineering, General Management including experience in Public Sector Management, Legal expertise including forensic investigation especially if combined with auditing experience, The candidate should possess an excellent knowledge of Internal Auditing, Cooperate Governance, PFMA and Treasury Regulations, A candidate should be a registered member of a

**DUTIES**

- professional body, with experience of serving in an Audit or Similar Committee, Members should have the necessary level of financial literacy, The following will be added advantage: Integrity, dedication, understanding of Public Sector business and controls, good communication skills, inquisitiveness and independent judgement, Only Non-Government Persons Will Be Considered
- : The Audit Committee will report to the Executing Auditority and Accounting Officer within the Department. The Audit Committee shall meet at least four (4) times per financial year and as determined by the needs based on the required oversight responsibilities. The Audit Committee should act as an Advisory Committee to the Accounting Officer in terms of requirements of Public Finance Management Act. The Audit Committee must amongst others review the co-ordination of audit efforts to ensure completeness of coverage and promote the effective use of audit resources, review the activities of the internal audit Directorate, including its annual work programme, Review the adequacy and effectiveness of the Department's internal control, including computerized information system controls and security, the quality and financial and other management information produced to ensure integrity and reliability, any related significant findings and recommendation of the internal and external auditors together with management's response thereof, examine and review the annual financial statements before final approval thereof, review compliance with all regulatory and other related requirements, and review any significant incidents of a criminal or irregular nature.
- ENQUIRIES** : Mr. O Themba Tel No: (051) 403 3645

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

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

**APPLICATIONS**

- : Head: Public Works, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein.

**CLOSING DATE**  
**NOTE**

- : 05 March 2021
- : no applications will be accepted by staff in offices in the building. Note: Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

**OTHER POST**

**POST 06/146**

- : **CONSTRUCTION PROJECT MANAGER GRADE A PROJECT MANAGEMENT UNIT (PMU) REF NO: PWI 21/06 (X3 POSTS)**

**SALARY**

- : Grade A: R718 059 per annum, (An all-inclusive package) (OSD). The remuneration package consists of the basic salary, the Government's Employee Pension Fund and flexible portion, which may be structured in terms of the rule for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, housing allowance and medical aid assistance.

**CENTRE**  
**REQUIREMENTS**

- : Bloemfontein
- : An appropriate degree in the built environment with three years' relevant project management experience. Valid driver's licence with exception of persons with disabilities. Compulsory registration with the SACPCMP as a

Professional Construction Project Manager. Core and Process Competences: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Change management. Innovation. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture 3 Technical consulting. Professional judgement.

#### **DUTIES**

: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources Provide inputs to other professionals with tender administration. Liaise and interact with service providers, clients and management. Contribute to the human resources and related activities. Maintain the project management record system. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Give direction to team in realising the Chief Directorate's strategic objective. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Monitor and report on the utilisation of equipment. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Train and oversee Candidate Construction Project Managers.

#### **ENQUIRIES**

: Mr F Tokwe (Head PMU) Tel No: (051) 492 3718

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM: DEPARTMENT OF HEALTH (For Medical Supplies Depot):**

kindly note that the post of Assistant Manager with Ref No: MSD2021/0201 advertised in Public Service Vacancy Circular 05 dated 12 February 2021, was advertised with the wrong salary notch, the correct salary notch is R897 936 – R1 042 095 per annum (All inclusive remunerative package)

**OTHER POSTS**

<b><u>POST 06/147</u></b>	:	<b><u>HEAD CLINICAL UNIT/ASSOCIATE PROFESSOR/SENIOR LECTURER</u></b> <b><u>REF NO: UPOHC/MFOS/0006/2021</u></b> Directorate: Maxillo-facial and Oral Surgery
<b><u>SALARY</u></b>	:	R1 728 807 – R1 834 890 per annum (All-inclusive)
<b><u>CENTRE</u></b>	:	University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with HPCSA as a dental specialist in a normal specialty or recognized sub-specialty. A minimum of three years after registration with HPCSA as a dental specialist in a normal dental specialty or recognised sub-specialty. Recommendations Previous experience in clinical teaching at post graduate level. Good interpersonal and communication skills. Exposure to a Maxillofacial and Oral Surgery subspecialty such as Oncology and Craniofacial Surgery will be an added advantage.
<b><u>DUTIES</u></b>	:	Co-ordination and active involvement in undergraduate and postgraduate teaching. Conducting research in the department. Co-ordination of postgraduate student's education and their research outputs. Candidate will participate in patient care, monitoring and evaluation of Oral and Maxillofacial services. Candidate will be expected to carry out administrative and managerial duties within the department. Overtime duties are compulsory. Actively involved in all teaching platforms of the department/ school of dentistry.
<b><u>ENQUIRIES</u></b>	:	Prof M Mabongo Tel No: (012) 319 2678
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or PO Box 1266, Pretoria, 0001, Tel No (012) 301 5705.
<b><u>NOTE</u></b>	:	Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/148</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TDHS/A/202/18</u></b> Directorate: Supply Chain Management Re-advertisement
<b><u>SALARY</u></b>	:	R733 257 – R863 748 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Tshwane District Health Services
<b><u>REQUIREMENTS</u></b>	:	A recognized 3 years Bachelor's degree or National Diploma in Public Management/Supply Chain Management or equivalent qualification with at least 10 years experience in Supply Chain management of which 5 years must be on an Assistant Director level. Experience in SCM is a critical requirement. A valid Driver's License, knowledge of all Acts governing your work area: Supply Chain Management practice note, Public note, Public Service Act, 1994, Preferential procurement Policy Framework Act, Public Finance Management Act, 1999, Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management

		Framework, preferential Procurement Policy Framework Procurement directives and procedures, Government Budget procedures, knowledge of SAP & SRM systems and all policy and regulation prescripts. Skills: Standard Operation Procedure (SOP) Development and Management Communication (verbal and written) Presentation and report/submission writing skills. Human Resource Management Conflict resolution, Coaching and Mentoring, Negotiation skills, Computer Literacy Facilitation skills, Warehouse and Asset Management. Personal Attributes: Trustworthy, Dependable, innovative, ability to work under pressure, Self-motivated and Creative.
<b><u>DUTIES</u></b>	:	To manage the provisioning of effective and efficient Demand and Procurement Plans. Supply and Contracts Management Services in the District. Coordinate and consolidate SCM demand plan, monitor the use of Centralized Supplier Database. Facilitate the establishment of BID Committees. Establish Asset Management Committees, develop and monitor District register. Facilitate monthly reconciliation and reporting and develop a credible Loss Control Register. Provide effective and efficient logistics services. Manage District Warehouses. Provide effective and efficient records management and Registry Services in the Unit. Ensure that the team/section produces excellent work in terms of quality/ quantity and timelines. Ensure timeously development of job description and implementation of Work Plans. Manage daily employee performance. Ensure timely performance assessment of all subordinates. Ensure Management, and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Mrs L Moru Tel No: (012) 451 9210
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. NB: Please note that people who previously applied are encouraged to re-apply.
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/149</u></b>	:	<b><u>AREA MANAGER – ASSISTANT MANAGER (SPECIALTY) REF NO: REFS/226841 (X1 POST)</u></b> Directorate: Johannesburg District Health Services
<b><u>SALARY</u></b>	:	R614 991 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Sub District D Office –JHB Health District
<b><u>REQUIREMENTS</u></b>	:	A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy and a driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. Promote patient advocacy and ensure that all clinics adhere to the Batho Pele principles and quality priorities. Be able to develop contacts, build & maintain a network of professional relations in order to enhance service delivery. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level and ensure that



the unit adheres to the principles of Batho Pele. Ensure effective implementation of service and quality Assurance Program etc. ensure compliance with clinical protocol, norms and standards Compliance requirements and ensure effective achievement on ministerial priorities, ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinics function within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement COVID19 guidelines. General administration duties and management soft skills is mandatory.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Ms. M. Mazibuko Tel No: (011) 984 4120  
: must be submitted to: JhbHealth.DistrictJobApplications@gauteng.gov.za  
: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date will not be accepted. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

**CLOSING DATE**

: 05 March 2021

**POST 06/150**

: **ASSISTANT MANAGER NURSING (SPECIALTY): (PN-B4) REF NO: CHBAH 356 (X1 POST)**  
Directorate: Orthopaedic

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R614 991 - R692 166 (per annum)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: 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. Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Medical and Surgical Nursing Science (Orthopaedic Nursing). At least three (3) years of the period referred to above must be appropriate/recognize experience at management level.

**DUTIES**

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate 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 relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).

**ENQUIRIES**  
**APPLICATIONS**

: Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on a new Z83 form and must completed in full,

obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 05 March 2021

**POST 06/151**

: **OPERATIONAL MANAGER NURSING SPECIALTY: (PN-B3) REF NO: CHBAH 357 (X1 POST)**  
Directorate: Ophthalmology

**SALARY**

: R562 800 - R633 432 per annum

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science (Operating Theatre Nursing). Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.

**DUTIES**

: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.

**ENQUIRIES**

: Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779

**APPLICATIONS**

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani

**NOTE**

Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

05 March 2021

**POST 06/152**

**OPERATIONAL MANAGER (OPHTHALMOLOGY) REF NO: ODI/10/02/2021/04**

**SALARY  
CENTRE  
REQUIREMENTS**

R562 800 per annum (plus benefits)

ODI District Hospital

Basic R425 (i.e. Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a Professional Nurse. Diploma/Degree in Nursing Management will be added as an advantage. A post basic nursing qualification in Ophthalmological Nursing Science with a duration of at least 1 year, accredited with SANC. Diploma/ Degree in Nursing Administration will be added as an advantage. Registration with SANC as Professional Nurse. Proof of current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Ophthalmology after obtaining the 1-year post-basic qualification. Knowledge: Knowledge of nursing care processes and procedures, nursing status and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act.

**DUTIES**

Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practices by the nursing team (Unit) in accordance with the scope of practice and nursing standards are determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that junior colleagues to ensure proper nursing service unit. Display a concern for patients, promoting advocating facilitating proper

treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele). Able to develop contracts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. To act on behalf of the area manager and be able to work shifts.

**ENQUIRIES APPLICATIONS** : Ms. EP Ntsie Tel No: (012) 725 2304  
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

**NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certified copies should not be more than six months old

**CLOSING DATE** : 12 March 2021

**POST 06/153** : **OPERATIONAL MANAGER NURSING (SPECIALITY): (PN-B3) REF NO: CHBAH 358 (X1 POST)**  
Directorate: Acute Care Surgery Unit

**SALARY CENTRE REQUIREMENTS** : R562 800 - R633 432 (per annum)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science (Critical Care Nursing-General). Competencies/knowledge/skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment.

**ENQUIRIES APPLICATIONS** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be

immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/154</u></b>	:	<b><u>OPERATIONAL MANAGER SURGICAL WARD REF NO: HRM/2021/03 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R562 800 – R692 166 per annum (OSD Grading)
<b><u>CENTRE</u></b>	:	Mamelodi Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government notice R425 (i.e Diploma/Degree in nursing) or equivalent that allows registration with the SANC as professional nurse. A minimum of seven years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy.
<b><u>DUTIES</u></b>	:	Deputize for area Assistant Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code of conduct. Leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele principle.
<b><u>ENQUIRIES</u></b>	:	Ms S Mahlangu Tel No: (012) 841 8363
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at Mamelodi Regional Hospital, Human Resource Department, 19472 Serapeng Street, Tsamaya Road, Mamelodi
<b><u>NOTE</u></b>	:	The department of health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on Z83 form with a C.V certified copies of ID, SANC and qualifications to be attached certified copies should not be more than 6 months old). Notes: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/155</u></b>	:	<b><u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: SDHS/12/02/2021 (X1 POST)</u></b> Directorate: X-Ray Department
<b><u>SALARY</u></b>	:	R466 119 – R517 326 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Sedibeng District Health Services
<b><u>REQUIREMENTS</u></b>	:	Recognised National Diploma or Degree in Diagnostic Radiography Qualification proof of original registration & Current registration with HPCSA as an independent Diagnostic Radiographer. Relevant three (3) years' experience as an independent Diagnostic Radiographer. Experience in supervision of junior staff members. Computer skills, excellent time management skills, business communication skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of

		Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of PFMA and relevant experience in Radiographic procedures, Quality Control and Record keeping processes is essential.
<b><u>DUTIES</u></b>	:	Manage the entire Radiography department and associated functions. Participate in providing 24-hour Radiographic services in the Clinic and District. Report to the relevant authority. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the junior staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance/Control and other Public Service policies and Acts. Manage conflict and implement corrective measures at all times. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Coordinate and Manage the referral pathways across the District. Liaise Radiography service related issues with other stakeholders (internal and external). Manage workflow in the entire department. Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the manager. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment. Attend meetings and CPD trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources. Perform any ad-hoc duties allocated by management.
<b><u>ENQUIRIES</u></b>	:	Ms. D. Ramoloi Tel No: (016) 950 6002
<b><u>APPLICATIONS</u></b>	:	Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
<b><u>NOTE</u></b>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/156</u></b>	:	<b><u>OPERATIONAL MANAGER (MALE MEDICAL WARD) REF NO: ODI/10/02/2021/03</u></b>
<b><u>SALARY</u></b>	:	R444 276 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	ODI District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 (i.e. Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a Professional Nurse. Diploma/Degree in Nursing Management will be added as an advantage. Registration with SANC as a Professional Nurse. Proof of current registration with SANC. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. Knowledge: Knowledge of nursing care processes and procedures, nursing status and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act.

<b><u>DUTIES</u></b>	:	Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practices by the nursing team (Unit) in accordance with the scope of practice and nursing standards are determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that junior colleagues to ensure proper nursing service unit. Display a concern for patients, promoting advocating facilitating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele). Able to develop contracts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. To act on behalf of the area manager and be able to work shifts.
<b><u>ENQUIRIES</u></b>	:	Ms. EP Ntsie Tel No: (012) 725 2304
<b><u>APPLICATIONS</u></b>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certified copies should not be more than six months old.
<b><u>CLOSING DATE</u></b>	:	12 March 2021
<b><u>POST 06/157</u></b>	:	<b><u>CLINICAL PROGRAM CO-ORDINATOR (PN-A6) REF NO: CHBAH 359 (X1 POST)</u></b> Directorate: Infection Control
<b><u>SALARY</u></b>	:	R444 276 - R500 031 (per annum)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Infection Prevention & Control. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Demonstrate an in-depth understanding of legislation and ethical practices relating to public service, public health, nursing and other multidisciplinary health professions acts. Ensure that the multidisciplinary team complies to clinical standards and National Core Standards. Promote quality of health services as directed by the scope of practice of nursing and other different professionals. Demonstrate an understanding of HR and financial policies and practices. Supervise and evaluate quality of health services. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Preparedness to work shifts as the need arises. Demonstrate effective communication at all levels of service delivery.
<b><u>ENQUIRIES</u></b>	:	Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form and must completed in full,

obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 05 March 2021

**POST 06/158**

: **CLINICAL NURSE PRACTITIONER (PNB1) GRADE 1 REF NO: SDHS/21/02/2021 (X1 POST)**  
Directorate: Mental Health

**SALARY**

: R383 226 – R444 276 per annum (plus benefits)

**CENTRE**

: Sedibeng District Health Services

**REQUIREMENTS**

: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse with Psychiatry. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Registration with SANC as a Professional Nurse and proof of current registration. Experience: A minimum of 4 (four) years, appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Driver's License is essential. Knowledge of relevant Mental Health policies, guidelines and protocols, PFMA, Public Service Act and Regulations. Good communication, interpersonal, computer literate, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

**DUTIES**

: Providing quality Mental Health Services within the Clinics. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training, research, supervision and management of students and junior nurses. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Take part in health promotion and illness prevention initiatives and assist in their evaluation. Empower individuals, groups and communities in adopting healthy lifestyles and self-care. Conduct support groups for users and family members. Create and maintain a complete and accurate nursing record for individual health care users. Demonstrate effective communication with patients, supervisors and other clinicians, including reports. Sign performance contract on annual basis. Perform any other duties delegated by Supervisor.

**ENQUIRIES**

: Mr. N.A Mbele Tel No: (016) 950 6121

**APPLICATIONS**

: Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand



	deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
<b><u>NOTE</u></b>	: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.
<b><u>CLOSING DATE</u></b>	: 05 March 2021
<b><u>POST 06/159</u></b>	: <b><u>PROFESSIONAL NURSE (SPECIALTY OPHTHALMOLOGICAL) REF NO: ODI/10/02/2021/01</u></b>
<b><u>SALARY</u></b>	: R383 226 per annum (plus benefits)
<b><u>CENTRE</u></b>	: ODI District Hospital
<b><u>REQUIREMENTS</u></b>	: Basic R425 (i.e., Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a professional Nurse. A post-basic nursing qualification in Ophthalmological Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with the SANC as a professional nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least one year of the period referred above must be appropriate experience in eye services after obtaining one year post basic qualification in Ophthalmic Nursing Science. Certificate in Refraction Services will be added advantage.
<b><u>DUTIES</u></b>	: Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform all ophthalmic nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Aimed at improving eye health and elimination of avoidable visual impairment and blindness, screening of all patient performing visual acuity. Assist optometrist with bookings and issuing of assistive devices. Promote eye health by teaching patients about proper eye care techniques. Effective utilization of resources participates in training and research. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisor, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including awareness and care including willingness to respond to patients need, requirements and expectations (Batho-Pele). Maintain constructive working relations with other stakeholders and multi-disciplinary team.
<b><u>ENQUIRIES</u></b>	: Ms. EP Ntsie Tel No: (012) 725 2304
<b><u>APPLICATIONS</u></b>	: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<b><u>NOTE</u></b>	: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certified copies should not be more than

<b><u>CLOSING DATE</u></b>	:	than six months old. 12 March 2021
<b><u>POST 06/160</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY PAEDIATRIC UNIT) REF NO: ODI/10/02/2021/02</u></b>
<b><u>SALARY</u></b>	:	R383 226 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	ODI District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 (i.e., Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a professional Nurse. A post-basic nursing qualification in Paediatric Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with the SANC as a professional nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform all clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting advocating facilitating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele). Able to develop contracts, build and maintain a network of professional relations to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms. EP Ntsie Tel No: (012) 725 2304
<b><u>APPLICATIONS</u></b>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certified copies should not be more than six months old.
<b><u>CLOSING DATE</u></b>	:	12 March 2021
<b><u>POST 06/161</u></b>	:	<b><u>LECTURER: POST GRADUATE DIPLOMA IN PERI OPERATIVE NURSING PND I/PND II</u></b> Directorate: Nursing Education and Training
<b><u>SALARY</u></b>	:	PND I: R383 226 – R444 276 per annum (plus benefits) PND II: R471 333 – R614 991 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Gauteng College of Nursing (Ga-Rankuwa Campus)
<b><u>REQUIREMENTS</u></b>	:	<b>PND 1:</b> A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification Medical and Surgical Nursing Science: Operating Theatre Nursing registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. <b>PND II:</b> A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC)

	as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing registered with SANC. Master's degree in Nursing or Midwifery or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
<b><u>DUTIES</u></b>	: Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.
<b><u>ENQUIRIES</u></b>	: Ms EM Sibiya Tel No: (012) 560-0448/50
<b><u>APPLICATIONS</u></b>	: All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Campus Building or posted to Private Bag x830 Pretoria 0001 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	: Applications must be accompanied by a completed Z83, Comprehensive Curriculum Vitae (CV), certified copies of qualifications, Current SANC Annual Practising Certificate, Identity documents, salary advice and a valid driver's licence. Non-RSA citizens/ permanent Resident permit holders must attach a copy of permanent Residence Permits to the applications. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted Candidates. If you have not been contacted in within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment the Employment Equity Plan of the Institution shall inform verification) the employment decision. It is the intension of the institution to promote equity (Race, gender and disability) through filling of this post. The institute on reserves the right not to appoint. NB! For assistance with online applications, please email your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a>
<b><u>CLOSING DATE</u></b>	: 12 March 2021
<b><u>POST 06/162</u></b>	: <b><u>LECTURER: POST GRADUATE DIPLOMA (HEALTH SCIENCE RESEARCH AND HEALTH SCIENCE DYNAMICS) PND I/PND II</u></b> Directorate: Nursing Education and Training
<b><u>SALARY</u></b>	: PND I: R383 226 – R444 276 per annum (plus benefits) PND II: R471 333 – R614 991 per annum (plus benefits)
<b><u>CENTRE</u></b>	: Gauteng College of Nursing (Ga-Rankuwa Campus)
<b><u>REQUIREMENTS</u></b>	: <b>PND 1:</b> A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. A Post Basic Qualification in Midwifery and Neonatal Science, Medical and Surgical Nursing Science: Operating Theatre Nursing, Medical and Surgical Nursing Science: Critical Care Nursing-General, Child Nursing Science, Clinical Nursing Science, Health Assessment, Treatment and Care registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. <b>PND II:</b> A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government

		notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year A Post Basic Qualification in Midwifery and Neonatal Science, Medical and Surgical Nursing Science: Operating Theatre Nursing, Medical and Surgical Nursing Science: Critical Care Nursing-General, Child Nursing Science, Clinical Nursing Science, Health Assessment, Treatment and Care registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
<b><u>DUTIES</u></b>	:	Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms EM Sibiya Tel No: (012) 560-0448/50
	:	All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Campus Building or posted to Private Bag x830 Pretoria 0001 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	Applications must be accompanied by a completed Z83, Comprehensive Curriculum Vitae (CV), certified copies of qualifications, Current SANC Annual Practising Certificate, Identity documents, salary advice and a valid driver's licence. Non-RSA citizens/ permanent Resident permit holders must attach a copy of permanent Residence Permits to the applications. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted Candidates. If you have not been contacted in within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment the Employment Equity Plan of the Institution shall inform verification) the employment decision. It is the intension of the institution to promote equity (Race, gender and disability) through filling of this post. The institution reserves the right not to appoint. NB! For assistance with online applications, please email your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	12 March 2021
<b><u>POST 06/163</u></b>	:	<b><u>LECTURER: POST GRADUATE DIPLOMA IN MIDWIFERY PND I /PND II (X1 POST)</u></b> Directorate: Nursing Education and Training
<b><u>SALARY</u></b>	:	PND I: R383 226 – R444 276 per annum (plus benefits) PND II: R471 333 – R614 991 per annum (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng College of Nursing (Ga-Rankuwa Campus)
	:	<b>PND 1:</b> A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Midwifery and Neonatal Science registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. <b>PND II:</b> A

Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Midwifery and Neonatal Science registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.

**DUTIES** : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.

**ENQUIRIES** : Ms EM Sibiya Tel No: (012) 560-0448/50  
**APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Campus Building or posted to Private Bag x830 Pretoria 0001 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : Applications must be accompanied by a completed Z83, Comprehensive Curriculum Vitae (CV), certified copies of qualifications, Current SANC Annual Practising Certificate, Identity documents, salary advice and a valid driver's licence. Non-RSA citizens/ permanent Resident permit holders must attach a copy of permanent Residence Permits to the applications. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications (SAQA). Correspondence will be limited to shortlisted Candidates. If you have not been contacted in within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment the Employment Equity Plan of the Institution shall inform verification) the employment decision. It is the intension of the institution to promote equity (Race, gender and disability) through filling of this post. The institution reserves the right not to appoint. NB! For assistance with online applications, please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za)

**CLOSING DATE** : 12 March 2021

**POST 06/164** : **ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: HRM/2021/04 (X1 POST)**

Directorate: Human Resource Management

**SALARY** : R376 596 per annum (plus benefits)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : An appropriate degree or diploma in Human Resource with 5 years relevant Human Resource experience. At least 3 years should be supervisory experience or Grade 12 certificate with 10 years supervisory experience in Human Resource as a HR Generalist. Knowledge and understanding of Public Service of the Persal system. Computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem solving skills. Ability to work in a high volume and highly pressurized environment.

**DUTIES** : Lead and manage HR unit. Manage HR budget. Implement and interpretes policies directives and guidelines. Implement and maintain sound quality management system, including applicable legislations, policies, good practice and standard. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line Managers. Approve and quality assure all mandates and transactions related to appointments, transfers,

terminations, salary administration and management of conditions of service etc. Manage OSD appointments. Grade Progression for OSD and non OSD. Ensure that Persal related transactions and mandate Forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage staff Establishment and post filling. Draw up a Post filling plan. Policy and Procedure on Incapacity leave and Ill Health Retirement (PILIR) Provide strategic and operational Support to staff and line managers. Manage the Performance Management and Development system (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage HR related submissions. Manage audit queries. Manage and implement ORWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor Overtime and the capture of the authorization for overtime for Nursing, Admin & Support staff. Specimen signatures. Management of the payroll. (ESS & Manual) Develop and monitor Operational Plan for HR. Attend meetings.

**ENQUIRIES  
APPLICATIONS**

: Mr MH Hlophe Tel No: (012) 841 8329  
: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X 0032 P.O Box Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.

**NOTE**

: 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. Applications must be completed fully on a Z83 form, CV, certified copies of all required documents of ID and qualifications not longer than six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint. Successful candidates will be required to go under police clearance and physical verification at home affairs. The specific reference number must be quoted, failure to comply with the instruction will be disqualify applications from processed.

**CLOSING DATE**

: 05 March 2021

**POST 06/165**

: **PHYSIOTHERAPIST GRADE 1 REF NO: CHBAH 360 (X4 POSTS)**  
Directorate: Physiotherapy

**SALARY  
CENTRE  
REQUIREMENTS**

: R317 976 per annum  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practice Physiotherapist. No experience required after completion of community service in Physiotherapy as required in South Africa. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Experience in a hospital setting will be an added advantage.

**DUTIES**

: Render effective patient centred physiotherapy service for in- and out-patients in adherence to the physiotherapy scope of practice and health protocols. Carry out delegated duties. Develop protocols and SOP's in line with the national and provincial strategies and monitor the implementation and compliance thereof in allocated section. Work with colleagues, relieve as and when the need arises, and work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols. Participate in student training, supervision and performance evaluation. Monitor proper utilization of allocated financial and physical resources. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders.

**ENQUIRIES  
APPLICATIONS**

: Mrs. E Haarhoff Tel No: (011) 933 8927  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani

**NOTE**

Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

05 March 2021

**POST 06/166**

**PROFESSIONAL NURSE: GENERAL (GRADE 1) REF NO: SDHS/23/02/2021 (X23 POSTS)**

Directorate: Mental Health  
Re-Advertisement

**SALARY  
CENTRE  
REQUIREMENTS**

R256 905 – R297 825 per annum (plus benefits)

Sedibeng District Health Services

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. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC. Driver's license is essential. Current proof of registration with SANC. Interest in mental health. Knowledge of legislations and related legal and ethical practices, PFMA, Public Service Act and Regulations. Good communication, interpersonal, computer literate, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

**DUTIES**

Provide quality Mental Health Services within the NGOs and clinics. Conduct assessment audit and support to mental health NGOs and substance abuse centres as required by the department. Identify training needs and develop programme to train NGO managers and care workers. Participate in yearly adjudication of Mental Health NGOs. Utilize human, material and physical resources efficiently and effectively. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Take part in health promotion and illness prevention initiatives and assist in their evaluation. Create and maintain a complete and accurate nursing record for individual health care users. Demonstrate effective communication with patients, supervisors and other clinicians, including reports. Perform administrative functions required of the job. Perform any other duties delegated by Supervisor.

**ENQUIRIES**

Mr. N.A Mbele Tel No: (016) 950 6121

<b><u>APPLICATIONS</u></b>	:	Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
<b><u>NOTE</u></b>	:	Applicants who previously applied for the post are encouraged to re-apply as their previous applications will not be considered. The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/167</u></b>	:	<b><u>SENIOR ADMINITRATIVE OFFICER REF NO: TDHS/A/2021/19</u></b> Directorate : Admin & Logistics (Re- advertisement)
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Tshwane District Health Services
<b><u>REQUIREMENTS</u></b>	:	A recognized 3 years Bachelor's degree or National Diploma in Public Management/Administration or equivalent qualification, business management, MBA qualification will be an added advantage to the applicant. Minimum 3 years experience in general management/supervisory role. Management/leadership skills, ability to interpret and implement policy directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills, negotiation, team building, conflict and problem solving skills. Knowledge and understanding of the PFMA 1999; legislative framework, HR Policies and other relevant statutory prescripts. Prepared to work under pressure and stressful situations. Must have at least code 08 driver's license. Computer skills (Power point, Excel, Word, Access) and report writing skills.
<b><u>DUTIES</u></b>	:	Supervise the Unit of Admin & logistics which entails record management, transport management, photo copying services, cleaning services for all facilities in the District, Security management, Audit & Risk, also conduct Market Research for SCM analyse all procurement requests and advise management on current market trends. Monitoring of implementation of District Health Plan. Maintain sound financial and budgetary process. Develop a demand plan for the unit. Ensure that there is proper record keeping in all facilities. Staff management and PMDS implementation.
<b><u>ENQUIRIES</u></b>	:	Mrs L Moru Tel No: (012) 451 9210
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please reconsider your application unsuccessful. NB: Please note that people who previously applied are encouraged to re-apply.
<b><u>CLOSING DATE</u></b>	:	05 March 2021



**POST 06/168**

: **ADMINISTRATION OFFICER REF NO: CHBAH 362 (X2 POSTS)**  
Directorate: Patient Affairs (Linen Depot)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R257 508 – R303 339 per annum (Level 07) (plus benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Grade 12 with 3-5 years' experience in Linen Depot or Laundry. Computer literacy (Ms Office Package). Tertiary qualification will be added as advantage. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Logistics and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.

**DUTIES**

: Supervise, guide, and motivate staff in the unit. Ensure that Subordinates go on training (including in service training). Task and allocate staff reporting to the unit. Train, mentor, equip and communicate to staff at all times. Compile, Records, Analyse and Report linen statistics electronically and manually. Ensure that sorting, counting, removal of soiled linen and delivering of clean linen to all departments within the hospital. Collect all linen within the hospital and from all feeder areas outside the hospital and send it to laundry. Maintain required maximum and minimum linen stock level at linen depots and in the wards. Ensure that clean linen is counted, recorded and dispatched to the departments. Ordering linen, marking of new linen and condemning of linen according to government prescribed procedures. Adherence to government linen management prescript. Ensuring that records for delivered and received linen are kept safe as per TPH65. Organise and perform annual linen stock count. Compile monthly statistics on linen supply flow within the hospital. Be proactive in addressing linen challenges in the wards. Be willing to undergo continuous training and development programmes. Do daily walk-about in the hospital wards. Attend meetings and training as approved by supervisor. Swift response to the complaints relating to linen distribution. Conduct Performance Management and Development System (contracting, quarterly reviews and final assessment) for the staff reporting in the unit. Apply disciplinary to the staff. Willing to do any other linen task Apply progressive discipline against your Subordinates when need arises. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required.

**ENQUIRIES**  
**APPLICATIONS**

: Ms K.G Tsile Tel No: (011) 933 9090  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the

South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 05 March 2021

**POST 06/169**

**ADMINISTRATION OFFICER REF NO: CHBAH 363 (X1 POST)**

Directorate: Patient Affairs

**SALARY**

: R257 508 – R303 339 per annum (Level 07) (plus benefits)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Grade 12 with 3-5 years' experience in Patient Affairs or Administration. Computer literacy (Ms Office Package). Tertiary qualification will be added as advantage. Knowledge and understanding of MEDICOM. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Patient Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.

**DUTIES**

: Supervision, monitoring and evaluation of operations in all Patient Administration Units and Records management. Ensure that patients are classified correctly according to UPFS. Adherence to Admission and discharge legislative prescripts. Maintenance and management of good patient record keeping. Issuing records that are requested and expedite the litigation files requested. Ensure that process of Downtime is properly managed and adhered to. Archiving the inactive files and supervising the file flow and ensure at all times files received are tracked in the MEDICOM system and filed correctly in filing room. Be willing to undergo continuous training and development programmes. Conduct daily spot-checks on patient registration. Task and allocate staff reporting to the unit. Train, mentor, equip and communicate to staff at all times. Compile, Records, Analyse and Report linen statistics electronically and manually. Attend meetings and training as approved by supervisor. Swift response to the complaints relating to linen distribution. Conduct Performance Management and Development System (contracting, quarterly reviews and final assessment) for the staff reporting in the unit. Apply disciplinary to the staff. Willing to do any other linen task Apply progressive discipline against your Subordinates when need arises. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required.

**ENQUIRIES**

: Ms S.V Ndou Tel No: (011) 933 8114

**APPLICATIONS**

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates.

Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 05 March 2021

**POST 06/170**

**PHARMACIST ASSISTANT POST BASIC REF NO: CHBAH 361 (X6 POSTS)**

Directorate: Pharmacy

**SALARY**

: R208 383 - R234 738 per annum (Level 06)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Qualification of Post-Basic Pharmacist Assistant. Registration with the SAPC as a Qualified Post Basic Pharmacist Assistant. Sound verbal and written communication skills. Sound organisational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Ability to work under pressure and to take initiative and in a team. Knowledge of public service legislation, policies and procedures.

**DUTIES**

: Assist with control of stock both ordering, receiving and the distribution of medicines in accordance with the Standard Operating Procedures and legislation. Assist with the compounding, manipulation or preparation of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; Assist with the manufacturing of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; The re-packaging of medicine; The distribution and control of stock of Schedule 1 to Schedule 7 medicines or scheduled substances; the ordering of medicine and scheduled substances up to and including Schedule 7 according to an instruction of a person authorised in terms of the Medicines and Related Substances Act, 101 of 1965, To purchase or obtain such medicine or scheduled substances; The reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist; the provision of instructions regarding the correct use of medicine supplied; and the provision of information to individuals in order to promote health. Adhere Good pharmacy practice guidelines as published in the rules of the SAPC. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor.

**ENQUIRIES**

: Mr. S. Dikgang Tel No: (011) 933 8797/8843/9864

**APPLICATIONS**

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be

accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 05 March 2021

**POST 06/171**

: **ENROLLED NURSE REF NO: TDH2021/05 (X1 POST)**  
Directorate: Nursing

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R171 381 – R242 166.per annum (Plus Benefits)  
: Tshwane District Hospital  
: Qualifications that allows registration with SANC as Staff Nurse. Current registration with SANC as Staff Nurse. Grade 1: Minimum of 2years appropriate experience after registration as Staff Nurse. Competencies/knowledge: knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing and ability to function as part of a team. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays.

**DUTIES**

: measure, interpret and record vital signs. Give Health Education to patients. Assist Professional Nurse with procedures. Provide elementary Nursing service under the supervision of a Professional Nurse within the scope of practice as defined by the South African Nursing Council. Maintain the code of conduct as required in the Public Service. Perform all duties as delegated by the Supervisor/Manager. Work with other stakeholders and be an advocate for the patient.

**ENQUIRIES**  
**APPLICATIONS**

: Mr Budzwa TF Tel No: (012) 354- 7600  
: All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

**CLOSING DATE**

: 05 March 2021

**POST 06/172**

: **DENTAL ASSISTANT GRADE I OR II REF NO: UPOHC/DA/0007/2021**  
Directorate: University of Pretoria Oral Health Centre

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R168 429 – R230 238 per annum (Plus Benefits)  
: University of Pretoria Oral Health Centre  
: Grade 12 Certificate or equivalent qualification. Registration with HPCSA as Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills. Ability to work in a team and under pressure, self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate and work collaboratively with the multidisciplinary team and other stakeholders. Experience with

		Orthodontics procedures and computer literacy will be added advantages. Four (4) years' experience in dental assisting.
<b><u>DUTIES</u></b>	:	Provision of satisfactory client services. Assist Clinicians during oral procedures and outreach projects. Preparation of dental equipment, dental instruments and dental materials for dental procedures for students and lecturers. Practice and maintain infection control standards. Compile statistics of the department in the facility. Ordering of consumables as needed for the Department. Manage of patient's appointment and perform administrative duties. Rotate in the other Departments and sign a Performance Contract annually. Active participation in student activities and training.
<b><u>ENQUIRIES</u></b>	:	Mrs GE Khumalo Tel No: (012) 319 2644
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/173</u></b>	:	<b><u>DENTAL ASSISTANT REF NO: SDHS/22/02/2021 (X2 POSTS)</u></b> Directorate: Oral Health
<b><u>SALARY</u></b>	:	Grade 1: R168 429 – R192 576 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Sedibeng Health District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Dental Assistant certificate from recognized institutions. Qualification as a Dental Assistant, Proof of current registration with HPCSA. Copy of an ID document. All documents are to be certified.
<b><u>DUTIES</u></b>	:	Chairside Assisting - Cleaning and sterilizing of instruments, Preparation of exam trays and loading of syringes, assist during procedures, Suction during procedures, Mixing of Dental materials, handing of instruments to be used to the clinician. Infection Control - Damp dust the surfaces at the start of the day, ensure that the chair and all working surfaces are disinfected before and after each patient, Clean and flush the suction after use, Dispose waste according to the classification. Patient Care - Sit the patient comfortably on the chair, check that the patient can follow and understand the used language, Suction oral cavity to enable the clinician to see during procedures, monitor patients' movement during and after procedures, assist in giving post-operative instructions. Administrative Duties - Receive patients' files, record in the appropriate book, make appointments for patients, Answer telephone calls, communicate with dental laboratories, assist in admission and transfer of patients, do inventory for dental supplies, Complete the relevant statistics as required by the department, Make requisitions according to the order roster. Relief in other Oral Health facilities.
<b><u>ENQUIRIES</u></b>	:	Dr. O. Motloung Tel No: (016) 950 6150
<b><u>APPLICATIONS</u></b>	:	Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
<b><u>NOTE</u></b>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will

be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

**CLOSING DATE**

: 05 March 2021

**POST 06/174**

**FOOD SERVICE AID SUPERVISOR REF NO: CHBAH 364 (X3 POSTS)**

Directorate: Human Nutrition

**SALARY**

: R145 281 – R171 138 per annum (Level 4) (plus benefits)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Abet, Grade 10 or equivalent where applicable. Certificate in food service/food and beverages or relevant qualification in food service will be added advantage. Knowledge of food service equipment's and operating instruction, Good verbal and written communication skills. 2 years' experience in food service/food related sector. Knowledge and understanding of production processes and human nutrition service rendered. Must be able to work shifts, Sundays and public holidays. Awareness of Batho Pele principles and able to work under pressure. Must have problem solving, planning, supervisory, decision making and organising skills. Ability to apply disciplinary measures and work under pressure without supervision. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

**DUTIES**

: Supervision of food service personnel and all daily food service process. Knowledge and supervision of food service process. Personal assistance and performing of assigned VIP functions. Report all faulty equipment's to food service managers. Be responsible for all allocated resources to your section. To adhere to all food service policies and procedures. Be prepared to relieve in all food service areas when required. Be willing to undergo continuous training and development programs. Order stock on a VA2 monthly. Receive and issue stock using FIFO and LIFO methods. Monitor leave forms for all the subordinates. Assistance with and applying disciplinary procedures (including writing of reports). Monitor production process, functions, operation of equipment, hygiene and safety, flow of work, meal serving, meal survey, plate waste and distribution system. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES**

: Ms L Hlongwa Tel No: (011) 933 9423

**APPLICATIONS**

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the

South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 05 March 2021

**POST 06/175**

**DRIVER REF NO: CHBAH 365 (X2 POSTS)**

Directorate: Logistics

**SALARY**

: R122-595 - R144-411 per annum (Level 03)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Abet Level 4 or Grade 10. Code 10/C1 drivers licence (must be 3 years and older) with valid PDP drivers permit. 3 years' experience in driving. Basic knowledge of the legislative framework and processes related to handling of vehicles in government. Ability to handle conflict. Must be prepared to engage in intensive labour practices. Ability to work under pressure. Ability to work independently in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of Labour Relations processes. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Knowledge of the Batho Pele Principles. Applicant should be prepared to undergo drivers testing and medical surveillance as an inherent job requirement.

**DUTIES**

: Execute all authorized transportation trips of patients, staff, records, linen to relevant destinations. Check the level and condition of fuel, water, oil and tires every time before driving a vehicle. Complete the vehicle inspection form after checking vehicle for any problems (e.g. dents and scratches) and report dents and scratches on vehicles. Report and complete the accident report when involved in a motor vehicle accident immediately. Report minor and major defects on the vehicle to supervisor. Responsible for safekeeping of vehicle keys, while vehicles are in use. Responsible for spare wheel, jack and all other tools in vehicle. Ensure that the vehicle is clean and in a good condition before handing back the keys at the end of the shift. Report low fuel level to Despatcher at the end of your shift. Comply with the Occupational Health and Safety Act prescripts and procedures at all times. Complete vehicle lock book as prescribed by legislations. Attend to enquiries in a professional manner and give guidance and advice. Promote the safekeeping of the vehicles from damages. Comply with the rotation roster. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to time lines. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System (PMDS). Transporting of patients to various hospitals and/or internal hospital trips.

**ENQUIRIES**

: Ms J. van Rensburg Tel No: (011) 933 8756

**APPLICATIONS**

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not

being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/176</u></b>	:	<b><u>CLEANER (X3 POSTS)</u></b> Directorate: Support Directorate
<b><u>SALARY</u></b>	:	R102 534 – R120 780 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Gauteng College of Nursing (Ga-Rankuwa Campus)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET Certificate. Grade 12/ National Senior certificate will be an added advantage. Ability to operate cleaning equipment and machines. Ability to work under pressure. Must have good communication skills both verbal and written, good interpersonal relations and a team player.
<b><u>DUTIES</u></b>	:	Cleaning of offices, kitchens, boardrooms and classrooms, dusting and waxing of office furniture, sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins and basins. Collecting and removing of waste papers freshening the office areas. Safekeeping of kitchen utensils. Refilling hand wash liquid soap, toilet papers, hand towels and refreshers. Cleaning and take care of cleaning equipment's. Storing and safeguarding cleaning materials and cleaning equipment's. Relieving each other as and when required. Preparing and serving of breakfast/Lunch for college committee meetings such as College Council, Senate etc. when so required by the management of the college. Washing of college utensils daily. Opening of offices and classrooms in the morning and closing at the end of business. Requisition of cleaning materials through the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms E M Sibiyi Tel. No: (012) 560-0448/50
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Campus Building or posted to Private Bag x830 Pretoria 0001 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>NOTE</u></b>	:	Applications must be accompanied by a completed Z83, Comprehensive Curriculum Vitae (CV), certified copies of qualifications, Identity documents, salary advice and a valid driver's licence. Non-RSA citizens/ permanent Resident permit holders must attach a copy of permanent Residence Permits to the applications. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications (SAQA). Correspondence will be limited to shortlisted Candidates. If you have not been contacted in within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) the employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intension of the institution to promote equity (Race, gender and disability) through filling of this post. The institution reserves the right not to appoint. NB!! For assistance with online applications please email your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a> . NB! One of the post is a re-advertisement those that previously applied are



**CLOSING DATE** : encouraged to apply for the aforementioned posts.  
12 March 2021

**DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**CLOSING DATE** : 12 March 2021 No late applications will be considered.  
**NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

**OTHER POSTS**

**POST 06/177** : **ASSISTANT DIRECTOR: MONITORING & EVALUATIONS REF NO: REFS/007592**

**SALARY** : R376 596 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A Matric plus an appropriate 3-year accredited Bachelor's Degree/National Diploma in Social and or Economic Sciences/Development studies, Monitoring and Evaluation/ Statistics and Research/Public and Development management/ Public Policy. Minimum of 2 - 3 years' relevant experience. A valid driver's license. Knowledge and experience in project management, database management and analysis software packages such as MS Access, Excel etc. Ability to customize and generate reports to meet user needs; extensive experience in conducting social research (minimum two years) from both public and or private sector. Analytical capability, good communication and presentation skills. Knowledge and experience in contract management. Good stakeholder liaison, coordination and problem-solving skills. Good computer skills, good interpersonal relationships. Ability to work under pressure.

**DUTIES** : Assist with monitoring and analyzing Departmental Programme Performance. Assist with the development of evaluation studies and programme performance review. Assist with conducting Departmental Evaluation Planning. Assist with conducting Evaluation of the Conditional Grant Report. Assist with the development and/or review/ maintenance of a functional Monitoring & Evaluation system.

**ENQUIRIES** : Ms. M Tshabalala Tel No: (063) 691 4046  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

**POST 06/178** : **SERVICE LEVEL MANAGER: ICT OPERATIONS REF NO: REFS/007931**

**SALARY** : R376 596 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus National Diploma/Degree in Computing or ICT related field, coupled with a minimum of 4 years' extensive experience in Service Level Management function. Minimum ITIL Version 3 Intermediate level certification or higher, OR an ITIL Service Delivery qualification or higher is compulsory. Other ICT Industry specific qualifications will be an advantage. Competencies: Understanding of different project management principles. Knowledge of relevant legislation and Public Service Regulations. Knowledge of SLAs. Management information knowledge. Attributes: Project management methodologies, Stakeholder relationship management, Customer

## **DUTIES**

management, Results/ quality management, Innovation/ continuous improvement, Problem solving skills, Analytical, Negotiation skills, Decision making, Communication skills and Initiative.

: Negotiates, agrees and maintains SLA's with internal and external stakeholders and 3rd parties. Negotiates and agrees with both the internal customer and ICT on any Service Level Requirements (SLR's) for any proposed new/developing services. Analyses and reviews service performance against SLAs and OLAs. Produces regular reports on service performance and achievement to the internal customer and the Director: ICT. Organizes and maintains the regular Service Level review process. Initiates any actions required to maintain or improve service levels. Conducts annual (as appropriate) reviews of the Service Level process and negotiates, agrees and controls any amendments necessary. Ensure that services are delivered in accordance with legislation, industry best practice, effective processes/mechanisms and organization policies. Provide and improve relationship and communication with the business and customers. Ensure that specific and measurable targets are developed for all ICT services. Monitor and improve customer satisfaction with the quality of service delivered. Ensure that the D: ICT and the customers have a clear and unambiguous expectation of the level of service to be delivered. Designing SLA frameworks. Conduct customer satisfaction surveys. Log calls with external service providers when service is unavailable. Training of personnel on relevant Departmental IT systems, applications and procedures. Manage service desk and produce incidents reports. Monitor the IT service delivery team, taking responsibility for service desk, desktops and desktop application support. Ensure SLA's are achieved and client expectations are met. To provide reports to agreed schedule or on request, including management and account performance reports. Attend client service reviews meetings, areas covered will include performance reports, service improvements, quality and processes. Develop and facilitate workshops and training courses. Ensure that all co-workers in projects understand and follow all procedures they are involved with SLM practices. Re-engineer the service desk according to industry best practices utilizing the ITIL framework. Provide monthly reporting on key critical areas of the service desk in terms of performance, workload, resource workload distribution and SLA achievement. Tracking and documentation of jobs using the Service Desk tool.

## **ENQUIRIES**

: Ms. A Mogaswa Tel No: (072) 313 8052

## **APPLICATIONS**

: Please apply online at <http://professionaljobcentre.gpg.gov.za>

### **OFFICE OF THE PREMIER**

***It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.***

## **APPLICATIONS**

: Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntengi Piliso Street, Turbine Hall, Johannesburg 2001 online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (GPG professional job centre) (Please do not send applications to 30 Simmonds street)

## **CLOSING DATE**

: 05 March 2021

## **NOTE**

: Applications must be submitted on the new Z83 Form available on [www.dpsa.gov.za](http://www.dpsa.gov.za), accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS

posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

#### **MANAGEMENT ECHELON**

<b><u>POST 06/179</u></b>	:	<b><u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: 007971</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 qualification in Accounting, Honours Degree in Accounting or CTA with completed CA Articles. 5 years' experience as a Deputy Director in the related field. Public Service experience. Demonstrable knowledge of the PFMA, Treasury Regulations, Modified Cash Standards and all other related legislative pieces. Understanding of the Supply Chain Management and budget processes. Good planning organizing, problem solving and decision-making skills. Strong strategic Leadership, policy analysis, project management and people management competencies.
<b><u>DUTIES</u></b>	:	Manage and monitor debts, petty cash, and the payments to suppliers. Review and sign off the monthly bank reconciliation. Ensure compliance to subsistence and travel advances policy. Ensure advances are in line with the DPSA rate. Ensure that necessary journals are processed before month end and year end closure. Monitor debt write off journals processed by Treasury. Review and approve accruals and payable not recognised reports. Review consultant reports and ensure that is accurately reported on the annual report. Monitor section 40 reports and ensure that they are approved and submitted to treasury within the required timeframe. Draft an action plan for preparation of interim and annual financial statements. Ensure interim and annual financial statements are prepared and submitted to Treasury and Auditor General within the required timeframe. Manage audit processes and provide management responses to the findings raised by the auditors. Ensure that financial statement reported on the annual report are final, audited financial statements. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed interventions.
<b><u>ENQUIRIES</u></b>	:	Ms Gugulethu Mdhuli Tel No: (011) 355 6178

#### **OTHER POST**

<b><u>POST 06/180</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: 008037</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A degree in Social Sciences. 3 5 years' experience as a Senior Practitioner within the Employee Health and Wellness (EHW) field. Knowledge and understanding of the Employee Health and Wellness strategic framework for the Public Service, Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). Must have people skills, must have the ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV and AIDS. Knowledge in the management of injury on duty. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Competencies: Knowledge and application of Employee Health and Wellness Counselling skills, Report writing, Program design and implementation skills, good presentation skills, assessment/diagnostic skills, problem solving, project management, analytical skills, innovative, quality orientated, computer literacy, knowledge and understanding of relevant legislations and their alignment to

- DUTIES** :
- the public Service EHWP Strategic Framework.
- Coordinate the Employee Health and Wellness Programme in line with the overall Strategy of the Office of the Premier. Develop, implement and review the Employee Health and Wellness Programme Policies and Strategies. Co-ordinate the implementation of wellness programmes, projects and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions e.g. health screenings, Stress management Workshops, Relationships Management Workshops or training, financial management and Debt control. Oversee the functioning of the gymnasium and other physical and recreational activities. Promote and facilitate the implementations of OHS in terms of establishment of committees and regular safety audits, Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme in the Office of the Premier. Analyse and evaluate data and communicate information, statistics and results to various stakeholders and management. Manage the Office of the Premier's HIV/AIDS Workplace Programme.
- ENQUIRIES** : Ms Zandile Ntshalintshali Tel No: (011) 355 6427

#### **PROVINCIAL TREASURY**

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

- APPLICATIONS** :
- Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. 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](http://www.thensg.gov.za)

**CLOSING DATE** : 05 March 2021

- NOTE** :
- Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POSTS

<b><u>POST 06/181</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: GPT/2021/2/1</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY</u></b>	:	R733 257 per annum (All-inclusive Package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A 3 year tertiary qualification Degree (NQF level 7 as recognised by SAQA) in Public Administration/Management, Social Science (Research & Sociology), accounting/ Finance.
<b><u>DUTIES</u></b>	:	Render strategic support with the operations within the Office of the Deputy Director-General: Provincial Supply Chain Management, Manage the flow of documentation (incoming and outgoing) by ensuring that all submissions, memorandums, correspondence, reports are scrutinised, Coordinate the consolidation of the Branch's strategic, business, operational plans as well as monitor the performance and report on (quarterly, bi-annually, annually) thereof, Administratively manage meetings, recordings of minutes and ensure that all decisions taken are communicated to relevant role players and follow up on progress, Liaise with the internal and external stakeholders on behalf of the Deputy Director General, Ensure the creation of coherence and synergy across all functional areas. Provide support in managing all resources (human, financial, assets) within the office of the Deputy Director-General, Assist with the execution of the strategic objectives of the component in respect of performance output. Render support and take the lead in monthly stakeholder meetings.
<b><u>ENQUIRIES</u></b>	:	Mr. Robert Tsoetsi Tel No: (011) 227-9000
<b><u>POST 06/182</u></b>	:	<b><u>ASSISTANT DIRECTOR: SAFETY AND SECURITY REF NO: GPT/2021/2/2</u></b> Directorate: Security and Auxiliary Services
<b><u>SALARY</u></b>	:	R376 596 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus 3-year relevant tertiary qualification, (NQF Level 6) related to security as recognized by SAQA, minimum of 3 years' experience in the security field; SSA Security Management Course will be an added advantage. It will be required for the applicant to have a valid driver's license; be registered with Private Security Industry Regulatory Authority(PSIRA) (exception will be given to applicants from Law Enforcement Departments including: SAPS, Metro Police, Defence, Correctional Services and SSA, however, the successful applicant will be required to register with PSIRA within 12 months of occupation of the post).Skills And Knowledge: Knowledge of Ms. Office; MISS; MPSS; Control of Access to Public Premises and Vehicle Act 53 of 1985; Protection of Personal Information Act; Criminal Procedure Act 51 of 1977; Communication skills (both verbal and report writing); Presentation skills and Investigation skills.
<b><u>DUTIES</u></b>	:	Assist the Deputy Director in the management of the departmental security section and include the following: Ensure the application of security policy and the plan; Continuously identify risks and threats to the security of the department, evaluate security measures and contingency plans in light thereof and advise management accordingly; Manage investigation of all crimes and incidents in the department; Manage and monitor the implementation of SLA's/projects and provide accurate and timeous management reports. Implement the vetting strategy as outlined by SSA/DPSA National Vetting Strategy; Ensure applications of Technical Surveillance Measures (TSCM) are conducted as required; Ensure the compliance of Minimum Information Security Standards (MISS) / Minimum Physical Security Standards within the Department (MPSS)
<b><u>ENQUIRIES</u></b>	:	Baleseng Sedibe Tel No: (011) 227 9000
<b><u>POST 06/183</u></b>	:	<b><u>SENIOR COMMUNICATION OFFICER: STAKEHOLDER RELATIONS AND OUTREACH PROGRAMME REF NO: GPT/2021/2/3</u></b> Directorate: Corporate Communication
<b><u>SALARY</u></b>	:	R316 791 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year National Diploma in Public Relations qualifications, -2 years'

		experience in Communication and Public Relations. A Degree in Communication or previous experience in the field of stakeholder management will be an added advantage. Good communication skills, good telephone etiquette, written communication skills. Knowledge on the relevant legislation/policies/prescripts and procedures.
<b><u>DUTIES</u></b>	:	To provide stakeholder relation support by development of guest lists attending internal and external forums. To promote GPT by attending road shows, outreach programmes, campaigns and exhibitions, internal and external forums. Creating the awareness about the services of the department by distributing GPT publications
<b><u>ENQUIRIES</u></b>	:	Baleseng Sedibe, Tel No: (011) 227 9000
<b><u>POST 06/184</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: GPT/2021/02/4 (X2 POSTS)</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R257 508 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A relevant three-year tertiary, National Diploma or Degree in Human Resource Management, Management of Training or Public Administration, 1-years HRD experience. Understanding HR legislations. Knowledge of research, Project Management and sound writing and facilitation skills.
<b><u>DUTIES</u></b>	:	To provide administrative and co-ordination support of the training and development function within the department. Plans, organises and monitor course conducted for staff in Gauteng Treasury. Advises Directorates managers regarding training opportunities including AET programme. Evaluates and co-ordinates the purchase and delivery of training programmes. Oversees training records and draw up training reports. Assist in bursary administration and administer stats. Assist quarterly and monthly HRD report. Co-ordinates training facilities communicates training to all relevant parties using different mediums. Act as a liaison person between the business units and other stakeholders. Facilitate the appointment of Interns, Learnership and related youth development programmes.
<b><u>ENQUIRIES</u></b>	:	Baleseng Sedibe, Tel No: (011) 227 9000
<b><u>POST 06/185</u></b>	:	<b><u>PRACTITIONER: PERFORMANCE MANAGEMENT &amp; DEVELOPMENT SYSTEM REF NO: GPT/2021/02/5</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R257 508 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A relevant three-year tertiary qualification, National Diploma or Degree in Human Resources Management/ Human Resources Development/ Public Management. 1-2 years' experience in PMDS administrative environment.
<b><u>DUTIES</u></b>	:	To Provide consultation and ensure compliance on the implementation, application and interpretation of the Performance. Management and Development Policy. Provide advisory capacity on the interpretation of the PMDS policy. Coordinate departmental induction. Coordinate quarterly PMDS training. Implementation of PMDS system. Assist in PMDS. Reporting process. Management of PMDS information management system/data. Coordinate and facilitate PMDS moderations. Facilitate the reward processes.
<b><u>ENQUIRIES</u></b>	:	Baleseng Sedibe Tel No: (011) 227 9000
<b><u>POST 06/186</u></b>	:	<b><u>PRACTITIONER: ACCOUNTS PAYABLE REF NO: GPT/2021/02/6</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R257 508 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification/National Diploma in Finance. 1 – 2 years' experience in the Finance or related field. Driver's licence is a must.
<b><u>DUTIES</u></b>	:	Attend to queries on the query management system and maintain effective customer relationships. Manage monthly reconciliation of P-Card statements for allocated sites. Provide training and support of all P-Card users. Co-ordinate Supplier P-Card sessions, on boarding of P-Card compliant suppliers and quality assuring of P-Card inventories. Maintenance of effective relationships with customers of allocated P-Card sites. Timeous processing of all payments of Non-Migrated functions.

<b><u>ENQUIRIES</u></b>	:	Baleseng Sedibe Tel No: (011) 227 9000
<b><u>POST 06/187</u></b>	:	<b><u>SUPERVISOR: CLEANERS REF NO: GPT/2021/2/7 (X2 POSTS)</u></b> Directorate: Security and Auxiliary Services
<b><u>SALARY</u></b>	:	R145 281 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	ABET/AET level 4, Minimum of 2 years' experience in cleaning services environment. Skills and Knowledge: Knowledge of procedures and processes regulating the Auxiliary Support services in the Public services. Knowledge of processes and system regulating the management of general, domestic and office services functions. Knowledge of Batho Pele principles. Knowledge of Assets Management.
<b><u>DUTIES</u></b>	:	Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms; Manage and ensure the maintenance of cleaning materials and equipment's; Ensure maintenance and replacement of cleaning machines and equipment: Make a requisition and issue cleaning materials: Supervise cleaners; Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster.
<b><u>ENQUIRIES</u></b>	:	Baleseng Sedibe Tel No: (011) 227 9000
<b><u>POST 06/188</u></b>	:	<b><u>CLEANERS REF NO: GPT/2021/2/8 (X6 POSTS)</u></b> Directorate: Security and Auxiliary Services
<b><u>SALARY</u></b>	:	R102 532 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	ABET /AET and No experience required. Skills and Knowledge: Knowledge of procedures and processes regulating the Auxiliary Support services in the Public services. Knowledge of processes and system regulating the management of general, domestic and office services functions. Knowledge of Batho Pele principles. Knowledge of Assets Management.
<b><u>DUTIES</u></b>	:	Assist the Deputy Director in the management of the departmental security section and include the following: -Provision of cleaning services; Cleaning of Offices, Corridors, Elevators and Boardrooms by: Dusting and waxing office furniture, Sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, Cleaning walls, windows and doors, Emptying and cleaning of dirty bins, Collect and removing of waste papers, Freshen the office areas. Clean general kitchens by: Cleaning of basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash and liquid soap, Replace toilet papers, hand towels and refreshers, Empty and wash waste bins. Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc.) and equipment after use. Request cleaning materials.
<b><u>ENQUIRIES</u></b>	:	Baleseng Sedibe Tel No: (011) 227 9000

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
*The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.*



- APPLICATIONS** : To Be Posted To: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14<sup>th</sup> Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 12 March 2021 (Applications received after this date will not be accepted).
- NOTE** : To Applicants: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's licence and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS post 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 the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**MANAGEMENT ECHELON**

- POST 06/189** : **CHIEF DIRECTOR: DISASTER MANAGEMENT REF NO: 1/2021 (DM)**  
 Chief Directorate: Disaster Management
- SALARY** : R1 251 183 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Disaster Management/ Development Studies or a related qualification coupled with 5 years' experience at a senior management level in the Public or Municipal Sector. Furthermore the recommended candidate will be required to produce his/her Nyukela SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge and understanding of relevant legislation & policies, Knowledge of interpretation of relevant and related legislation, Knowledge of service delivery policy and structure & functioning of government, Awareness & understanding of the service delivery environment, Knowledge of project management, Awareness and understanding of the cultural climate within the Public Service, Team development, decision making and problem solving skills, Public participation skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid code 8 driving licence.
- DUTIES** : The successful candidate will be required to co-ordinate and manage all matters within the Province of KwaZulu-Natal pertaining and related to disaster management with the following key responsibilities:- Manage the implementation of the Disaster Management Act, Act No.57 of 2002, Facilitate and institutionalize integrated and uniform disaster management in the



Province, Provide support mechanisms i.r.o. disaster management to municipalities, Monitor and evaluate disaster management programmes, Render programme manager functions.  
**ENQUIRIES** : Ms B Mgtshini at Tel No: (033) 8975672

#### OTHER POST

**POST 06/190** : **ENGINEER: WATER REF NO: 1/2021 (MID) (X2 POSTS)**  
 Chief Directorate: Municipal Infrastructure  
 Directorate: Infrastructure Development  
 Re-advertised. All applicants who applied previously must re-apply if they wish their applications to be considered.

**SALARY** : R718 059 – R1 090 458 per annum (OSD)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering or a related qualification coupled with 3 years post qualification engineering experience and a valid code 8 driving license. Registration with ECSA as a Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- A sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Ability to create a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.

**DUTIES** : Key Responsibilities: The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities:- Design new systems to solve practical engineering challenges, improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.

**ENQUIRIES** : Ms B Mgtshini at Tel No: (033) 8975672

#### DEPARTMENT OF HEALTH

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

#### OTHER POSTS

**POST 06/191** : **MANAGER MEDICAL SERVICES REF NO: GJGM 26 /2020 (X1 POST)**  
 Component: Medical Management Services  
 Re – Advertised

**SALARY** : R1 173 900 per annum, all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance  
**CENTRE** : General Justice Gizenga Mpanza Regional Hospital  
**REQUIREMENTS** : A tertiary qualification (MBCHB or equivalent, Plus Proof of Current Registration as a Medical Practitioner, Plus Full registration with the Health Professionals Council as a Medical Practitioner, Plus. A minimum of 8 years appropriate experience after registration with HPCSA as a Medical Practitioner of which 2 years must be in a Supervisory/Management capacity. Plus certificate of Service Endorsed by Human Resource department. Knowledge, Skills and Experience Required Knowledge of current health and Public service legislation and policies. Sound clinical knowledge, experience in the respective disciplines. Excellent human relation, communication skills, leadership and team building skills. Ability to develop and monitor policies. Computer Literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Knowledge and experience in the District Health System.

**DUTIES**

: The incumbent of the post is to assist the Senior Manager: Medical Services in the following areas; Develop and managing a system for dealing with medico legal claims. Ensure the provision of protocols and guidelines to the Medical and Allied Professions team. Formulate policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all Custer Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Lead Clinical Governance functions within the Institution. Laisse with other stakeholders within and outside Department of Health such as Chief Specialists, other Hospital Management teams, the District Office and Medical School in medical and management issues. Ensure optimal use of resources, both human resources and financial resources. Ensure continuous monitoring of morbidity and mortality through clinical audits. Ensure that cost-effective service delivery is maintained within the hospital procedures and policies. Develop Integrated Primary Health Care support and outreach services in Kwa-Dukuza Sub District. Improve Clinical Quality and Patient Satisfaction. Establish multi-disciplinary teams and improve competencies of Health Care Workers. Participate in Senior Management and Strategic activities. Perform compulsory commuted overtime in line with hospital needs.

**ENQUIRIES  
APPLICATIONS**

: Dr G Lopez (Senior Manager: Medical Services) Tel No: (032) 437 6001  
: Applications to be forwarded to: Human Resources Department The Human resource manager, Stanger Hospital, Private Bag x10609, Stanger 4450

**FOR ATTENTION  
NOTE**

: Mr. S. Govender  
: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 26/2020 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post on & King Shaka Street

**CLOSING DATE**

: 05 March 2021

**POST 06/192****DEPUTY DIRECTOR- RADIOGRAPHER - GRADE 1 REF NO: GJGM 17 /2021****SALARY**

: R857 559 per annum- Grade 1 Plus 12% Inhospitable Allowance Benefits: 13<sup>th</sup> Cheque, home owners allowance and Medical aid (inclusive package), (Employee must meet prescribed policy requirements)

**CENTRE  
REQUIREMENTS**

: GJGM Regional Hospital - Stanger  
: A three year National Diploma or B-Tech degree in Diagnostic Radiography. Proof of Current registration 2021 with Health Professions Council of South Africa (HPCSA) as a Radiographer. A minimum of 3 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Certificates of service endorsed and stamped by HR department from previous employers must be attached. Non-South African citizen applicants-a VALID Work Permit in conformance with HR Circular 49/2008 obtainable from any government department and an Endorsement Certificate from FWMP. Recommendations: 3 years appropriate experience as Assistant Director- Radiographer will be an added advantage. Knowledge, Skills, Training And Competencies:- Sound knowledge of Radiography procedures and equipment. Sound knowledge of radiation control and safety. Sound knowledge of Quality

**DUTIES**

Assurance procedures and methods. Good communication and interpersonal skills. Knowledge of relevant Health and Safety Acts.

: To execute radiography management duties, functions and responsibilities to the best quality and within applicable legislation. Manage and provide high quality radiography and ultrasound service according to patient needs. Give expert advice of a professional/ specialist nature in diagnostic imaging. Provide a consultative radiography service to health professional & patients. Plan own work and administer work procedures to meet the objectives for the department ensuring efficient service delivery. Monitor and evaluate the radiographic services to comply with the valid standards and indicators. Develop protocols to ensure that the radiographic services to comply with the radiation control legislation. Implement Radiography Inspection services. Make recommendations with regards to policies' strategies for the effective functioning of the X-Ray department. To formulate policies relating to safety standards within the X-Ray department. Solve complex professional and management problems and policy issues by exercising sound judgement on the best possible outcome. Manage the allocated budget and implement the financial management system for the X-ray Department. Encourage a multidisciplinary approach by fostering close working relationships with other departments. Promote a work environment conducive to development conducive to development and learning for radiographers, student radiographers and other radiography staff. Delegate, authorise and supervise work of personnel in the area of responsibility whilst providing support and guidance. Establish and maintain internal control and report systems for timeous communication of decisions and policies. Execute all clinical procedures competently to prevent complications. Participate in outreach programme. Promote good health practices and ensure optimal patient care. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Perform Employee Performance Management and Development (EPMDS) of junior staff as required.

**ENQUIRIES  
APPLICATIONS**

: Dr. G Lopez (Senior Medical Manager - Acting CEO) Tel No: (032) 437 6001  
: Applications to be forwarded to Mr. Seelan Govender: Human Resources Department, The Human Resource Manager, GJGM Hospital, Private Bag x10609, Stanger 4450.

**NOTE**

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 01/2017.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post 05 March 2021

**CLOSING DATE**

:

**POST 06/193**

:

**MEDICAL OFFICER GRADE 1-3 REF NO: PMMH/MO/O&G 01/21 (X4 POSTS)**

**SALARY**

:

Grade 1: R821 205 – R884 670.per annum  
Grade 2: R938 964 – R1 026 693.per annum  
Grade 3: R1 089 693 – R1 362 366.per annum  
(All-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary): Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a

<b><u>CENTRE REQUIREMENTS</u></b>	: performance contract for compulsory commuted overtime. : Prince Mshiyeni Memorial Hospital : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Proof of current registration as a Medical Practitioner with HPCSA. Experience: Medical Officer <b>Grade 1</b> : No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Medical Officer <b>Grade 2</b> : 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Medical Officer <b>Grade 3</b> : 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Knowledge, Skills, Training and Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment 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 junior staff within the department.
<b><u>DUTIES</u></b>	: 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 to the department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Obstetrics and Gynaecology. Ability to deal with all emergencies. Knowledge of ethical medical practice. Assist and participate with clinical audits; participate in academic meetings Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr NR Maharaj Tel No: (083) 797 8111 or Tel No: (031) 907 8111 : To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital, Private Bag X07 Moben, 4060.
<b><u>FOR ATTENTION NOTE</u></b>	: Mrs J Murugan : The following are encouraged to apply Persons with disabilities, the following are encouraged to apply: Persons with disabilities, African Male, Coloured Male, White Female/Male.
<b><u>CLOSING DATE</u></b>	: 05 March 2021
<b><u>POST 06/194</u></b>	<b><u>ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE REF NO: PSH 06/21 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R614 991 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	: Port Shepstone Regional Hospital Umzumbe South : Senior Certificate / Matric / Grade 12 Diploma/Degree in General Nursing and Midwifery 1 year post basic qualification in Primary Health Care Current registration with SANC for 2021 A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional with

SANC in General Nursing and midwifery. At least 6 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care At least three years (3) of the period mentioned above must be experience in Nursing Management Valid driver's licence N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Knowledge, Skills And Experience Demonstrate an in depth knowledge and understanding of nursing legislative and related legal and ethical nursing practice and how this impacts on service delivery Demonstrate an in depth knowledge and understanding of HR policies and procedures, PFMA and legislative framework governing the Public Service Computer literacy, SANC Rules and regulations and Scope of Practice Supervisory and analytical thinking skills Human Resource Management policies, guidelines prescripts. Sound knowledge of Labour Relations Act.

#### **DUTIES**

: Responsibilities / Kra's: Ensure the effective and efficient utilization of Human, Financial and material resources by implementing and monitoring Cost Containment Plan of the District Audit clinical records by identification of risks / gaps, develop action plans ensure implementation and monitor progress Demonstrate effective communication with public, supervisors and Health professional Ensure that the priority Programmes are implemented and monitored, and concise reports are provided to the Deputy District Director PHC monthly and when required Ensure Quality Improvement and Infection Prevention and Control Projects are developed, Implemented and monitored to improve standards Coordinate Operational Sukuma Sakhe activities in your catchment area Develop and implement PHC (including community – based services) considering the disease profile. Provincial and District priorities in your catchment in collaboration with all role players Provide comprehensive verifiable information on progress Ensure implementation of Ideal Clinic and ICRM in the Sub District Ensure that disciplinary measures are implemented according to Labour Relations Act Analyse Health policies and Programmes with a view to develop customized implementation strategies to guide the Primary Health Care Service providers in the stated norms, standards and targets To give expert advice to management on Issues relating to PHC services in the Sub District.

#### **ENQUIRIES**

: Ms BO Mavundla Tel No: (039) 688 3003

#### **APPLICATIONS**

: Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240.

#### **FOR ATTENTION**

: Mr. ZM Zulu

#### **NOTE**

: Directions To Candidates: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, qualification. Certified copy of Post Basic in Primary Health Care qualification/equivalent. Certified copy of SANC Registration. SANC annual registration. Detailed Curriculum vitae. NB: Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. 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). 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 verification

#### **CLOSING DATE**

: 05 March 2021 at 16h00

#### **POST 06/195**

: **ASSISTANT MANAGER NURSING SPECIALTY MCWH REF NO: AMN MCWH 1/2021 (X1 POST)**

#### **SALARY**

: R614 991 - R692 166 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

#### **CENTRE**

: Eshowe District Hospital

#### **REQUIREMENTS**

: Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. One year post Basic Diploma in Advanced midwifery and Neonatal Nursing Science. Current registration with SANC as General Nurse and midwife. A minimum of 10 years appropriate/ recognisable experience after registration as a Professional Nurse with SANC in General nursing. At least 6 years of the period above must be recognizable experience

after obtaining one year post Basic qualification in advanced midwifery and Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Recommendations: Diploma/degree in Nursing Management, Computer literacy with proficiency in MS office software application. Knowledge, skills, training and competencies required: Financial management, leadership, organizational, decision making and problem solving skills, Knowledge of public service policies and other health related prescripts, Sound knowledge of code of conduct. Good interpersonal skills, Human Resource management and Labour Relations Act, knowledge of public services acts, regulations and policies, knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct, knowledge on SANC rules and regulations.

**DUTIES** : Provide effective management and professional leadership in the specialized units. Ensure implementation of maternal and child health care programmes, e.g. PMTCT, MBFI, PPIP, KINC, NEPOC, etc. Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure cost effective and appropriate management of resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Ensure staff development, implementation and evaluation of EPMDs in line with departmental prescripts. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism. Provide leadership in the implementation of the National Core Standards. Ensure quality Data Management.

**ENQUIRIES** : Nursing Manager: DR FN Dube Tel No: (035) 4734500  
**APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager  
**NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE** : 05 March 2021

**POST 06/196** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 01/2021**

**SALARY** : R562 800 – R633 432 per annum. Other Benefit(s) 13<sup>th</sup> Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

**CENTRE** : Gamalakhe CHC- Mvutshini Clinic  
**REQUIREMENTS** : Senior Certificate / Matric Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of

current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.

## **DUTIES**

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how tis impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. .Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level to ensure good nursing care by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

## **ENQUIRIES APPLICATIONS**

: Mrs. N.O Ndwendwe Tel No: (039) 318 1113  
: All Applications Should Be Forwarded To: The HR Manager Gamalakhe  
Community Health Centre Private Bag X 709 Gamalakhe, 4249  
: Human Resource Departmen  
: 05 March 2021

## **FOR ATTENTION CLOSING DATE**

## **POST 06/197**

: **OPERATIONAL MANAGER – NURSING (SPEC)**

## **SALARY CENTRE REQUIREMENTS**

: Grade A: R562 800 – R633 432 per annum  
Umphumulo Hospital – Paediatric Ward  
: Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse. Current (2021) council receipt. A post basic nursing qualification in Child Nursing Science accredited with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience as a Professional Nurse of which at least five (5) years must be appropriate/recognizable experience in paediatrics after obtaining the post basic qualification of Child Nursing Science. Proof of previous and current work experience (Certificate /s of service) endorsed and stamped by HR must be attached Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with

	the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. .Basic computer literacy.
<b><u>DUTIES</u></b>	: Provide effective management and professional leadership. Implement maternal and child health care programmes, e.g. PMTCT, MBFI, IMCI, CHIPP, KINC, IYCF, etc. Participate in perinatal mortality meetings. Ensure that the unit complies with national core standards. Ensure the provision of accurate statistical information for data management. Ensure that there is constant monitoring and evaluation of the key child indicators of the unit and maintenance of appropriate statistics. Assist with planning, organizing and monitoring of the objectives of the specialized unit. Monitor and evaluate staff performance. Support and mentor junior staff and students. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. 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. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property. Ensure control of discipline, dealing with grievances and labour relation issues in terms of laid down policies/procedures.
<b><u>ENQUIRIES</u></b>	: Mrs. J. M. Ndlovu Tel No: (032) 4814199
<b><u>APPLICATIONS</u></b>	: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
<b><u>FOR ATTENTION</u></b>	: Mr S. M. Naidoo
<b><u>NOTE</u></b>	: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	: 12 March 2021
<b><u>POST 06/198</u></b>	: <b><u>ASD: MEDICAL TECHNOLOGY GRADE 1 (LAB MANAGER) REF NO: MCP/ASDLAB02/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R517 326 per annum. Other Benefits: 13 <sup>TH</sup> cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
<b><u>CENTRE</u></b>	: Malaria Control Centre
<b><u>REQUIREMENTS</u></b>	: For The Above Post:- Grade 12, Computer literacy & National Diploma in Medical Technology, Registration with HPCSA, 3 – 5 years' laboratory environment Supervisory Experience Knowledge, Skills, Training And Competencies Required:- Computer Literacy: MS Office Software Applications, Knowledge of relevant acts and regulations inclusive of PFMA and Treasury Regulations, Interpret and implement policies and procedures, Provide advice, direction and guidance on laboratory related services, Principles and practices



		of laboratory regulation, Labour Relations, Occupational Health & Safety and Quality Assurance, Functions and regulations applicable to the area of operation, Ability to exercise good judgement and discretion in applying and interpreting departmental policies and procedures, Computer literacy, communication, driving, presentation, decision making, Sound analytical thinking, interpersonal relations.
<b><u>DUTIES</u></b>	:	Maintain adequate availability and efficient utilization of staff in the laboratory, Analyze both internal and external Quality Control Programme to assist the laboratory to among other things, maintain acceptable turnaround time, Co-ordinate and manage the examination and process all microscopic material and specimens e.g. different types of malaria parasites, Check, edit and sign for results carried out by malaria control medical technicians, Compile and interpret daily and after hours statistical data
<b><u>ENQUIRIES</u></b>	:	Mr. TE Raswiswi Tel No: (033) 940 2450: Provincial Program Manager
<b><u>APPLICATIONS</u></b>	:	Please forward applications quoting reference number to: The Human Resources Manager, Malaria Control Programme, Private Bag X 002, Jozini, 3969 OR hand deliver to 304 Nsinde Road Jozini Malaria Control Programme, HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> . Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, NB: African Females Are Encouraged to apply as per Employment Equity Target
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/199</u></b>	:	<b><u>OPERATIONAL MANAGER (GENERAL) - (NIGHT SERVICES) REF NO: STC 05/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R444 276per annum. Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance.
<b><u>CENTRE</u></b>	:	St Chads CHC
<b><u>REQUIREMENTS</u></b>	:	Grade 12(Standard 10).Basic R425 qualification (degree / Diploma) in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Minimum of 9 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Proof current and previous experience. Certificate of service of service endorse by HR. Certified copy of current registration (2021) with South African Nursing Council. Recommendation: Nursing administration. Computer literacy. Knowledge; Skills; Training; And Competence: Knowledge of nursing care processes and procedure; nursing statutes; and other relevant legal framework. Knowledge of policy directive information the provision of Primary Health Care. Good verbal and written communication .Decision making and problem solving skills. Conflict management and problem solving skills. Project management skills.
<b><u>DUTIES</u></b>	:	Co-ordinate all services on night duty, identify and prevent risks from reoccurring. Ensure record keeping and reporting. Provide comprehensive; quality nursing care to patients/clients in a cost effective manner. Assist in planning; organizing and monitoring of objectives of the CHC. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Work as part of multidisciplinary team to ensure good service delivery. Ensure compliance with all National; Provincial and professional rules and regulations and other prescripts in order to render as safe patient service and improve client satisfaction. Carry out EPMDS evaluation of staff; formulate training programs and participate in the training orientation and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the section

and give guidance. Provide for a safe; therapeutic and hygienic environment. Ability to recognize medical, surgical and obstetric emergencies and refer appropriately. Analyse the operational imperatives set in the National PHC package service and ensure that all programmes are in place and indicators meet the targets. Participate in health promotion, disease prevention and support Sukuma Sakhe initiatives. Ensure establishment of highly motivated; well developed and adequate Health Care workforce provide guidance and apply consequence management where possible, promote Nursing Ethics and Professionalism. Provision of quality comprehensive patient care in line with Ideal Clinic; Realization NHI; IPC, Norms and Standards and Batho Pele Principles. Ensure data and night stat proper management. Hours Of Duty: 40 hours per week.

**ENQUIRIES  
APPLICATIONS**

: Mrs C.I. Ndlovu Tel No: (036) 6379600  
: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950 Ladysmith 3370, Or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION  
NOTE**

: Mr S.D.Mdletshe  
: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**

: 10 March 2021

**POST 06/200**

: **OPERATIONAL MANAGER NURSING GENERAL UNIT GRADE 1: REF NO: OPM GEN 2/2021 (X1 POST)**

**SALARY**

: Grade 1: R444 276 - R500 031.per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

**CENTRE  
REQUIREMENTS**

: Eshowe District Hospital  
: Basic R425 qualification i.e. Degree/Diploma in Nursing, Current registration with South African Nursing Council as a Professional Nurse with midwifery, Experience: minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing with midwifery. NB: Certificate of service from previous employers is compulsory. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Computer skills.

<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Improve Hospital efficiencies. Assist with the management of the transformation process and change within the units to ensure that the objectives of the institution are met. Deputise the Assistant Nursing Manager. Provide day and night services.
<b><u>ENQUIRIES</u></b>	:	Nursing Manager: DR FN Dube-Mathonsi Tel No: (035)4734500
<b><u>APPLICATIONS</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION</u></b>	:	Mrs GZ Dube: Human Resource Manager
<b><u>NOTE</u></b>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/201</u></b>		<b><u>PROFESSIONAL NURSE-SPECIALITY STREAM REF NO: MURCH 01/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 <sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE</u></b>	:	Murchison Hospital (Maternity)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery <b>Grade 2:</b> Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate/recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant speciality. Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations

<b><u>DUTIES</u></b>	: Knowledge of Batho Pele Principles and patients' rights charter. Must be able to handle obstetric and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Show understanding of Perinatal Problem Identification Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation Ensure the implementation of Antenatal and post-natal policy including PMTCT.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mrs. CN Mkhwanazi Tel No: (039) 6877311 ext. 127 All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<b><u>NOTE</u></b>	: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 05 March 2021
<b><u>POST 06/202</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 2 /2021</u></b>
<b><u>SALARY</u></b>	: Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits 13 <sup>th</sup> Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance
<b><u>CENTRE REQUIREMENTS</u></b>	: Gamalakhe CHC-MOPD Senior Certificate / Matric Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2021 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:- <b>Grade 1</b> A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act,

		Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
<b><u>DUTIES</u></b>	:	Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in clinical records audits, Conduct outreach services to improve health outcomes. Ensure proper utilization and management of resources and integration of health services. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments. Advocate Nursing Professionalism and Ethics.
<b><u>ENQUIRIES</u></b>	:	MS GB Tshiseka Tel No: (039)318 1113
<b><u>APPLICATIONS</u></b>	:	All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe, 4249
<b><u>FOR ATTENTION</u></b>	:	Human Resource Department)
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/203</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/THEATRE) REF NO: PMMH/PN/OT/01/21 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 696 per annum Other Benefits Home Owner Allowance (conditions apply) 13 <sup>th</sup> Cheque (conditions apply) Medical Aid (Optional): In- hospital Area Allowance (8% of basic salary)
<b><u>CENTRE</u></b>	:	Prince Mshiyeni Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Professional Nurse <b>Grade.1</b> Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least <u>1</u> year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade.2</b> Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least <u>1</u> year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating theatre) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required:

	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
<b><u>DUTIES</u></b>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
<b><u>ENQUIRIES</u></b>	: Ms TN Khumalo Tel No: (031)907 8263
<b><u>APPLICATIONS</u></b>	: All applications to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Moben; 4060
<b><u>FOR ATTENTION</u></b>	: Mrs J Murugan
<b><u>NOTE</u></b>	: The following are encouraged to apply: Persons with disabilities, African Male, Coloured Female/Male, Indian Male, and White Female/Male
<b><u>CLOSING DATE</u></b>	: 05 March 2021
<b><u>POST 06/204</u></b>	: <b><u>PROFESSIONAL NURSE (SPECIALTY- EMERGENCY AND TRAUMA)</u></b> <b><u>GRADE1/2 REF NO: PMMH/PN/ET/01/21 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 696 per annum Other Benefits Home Owner Allowance (conditions apply) 13 <sup>th</sup> Cheque (conditions apply) Medical Aid (Optional): In- hospital Area Allowance (8% of basic salary)
<b><u>CENTRE</u></b>	: Prince Mshiyeni Memorial Hospital – Emergency and Trauma
<b><u>REQUIREMENTS</u></b>	: Appointment and Experience: Professional Nurse <b>Grade.1</b> Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Medical and Surgical nursing science/Critical nursing', with duration of at least 1 year, Accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade.2</b> Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Medical and Surgical Nursing Science/Critical care, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the Specific specialty (i.e. Emergency and Trauma) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and

	expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
<b><u>DUTIES</u></b>	: Key Performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient.
<b><u>ENQUIRIES</u></b>	: Ms AD Mhlongo Tel No: (031) 907 8203
<b><u>APPLICATIONS</u></b>	: All applications to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Moberi; 4060
<b><u>FOR ATTENTION</u></b>	: Mrs J Murugan
<b><u>NOTE</u></b>	: Please note that due to financial constraints, there will be no payment of S&T Claims. The following are encouraged to apply: Persons with disabilities, African Male, Coloured Female/Male, Indian Male, White Female/Male NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
<b><u>CLOSING DATE</u></b>	: 05 March 2021
<b><u>POST 06/205</u></b>	: <b><u>SENIOR SUPPLYL MANAGEMENT OFFICER REF NO: HRM 17/2021 (X1 POST</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	: R316 791 – R373 167 per annum Plus 13 <sup>th</sup> Cheque, Medical AID, Housing Allowance (Employee must meet prescribed requirements).
<b><u>CENTRE</u></b>	: King Edward VIII Hospital (KEH)
<b><u>REQUIREMENTS</u></b>	: Degree/National Diploma in Financial Management/Public Management/Accounting/Supply Chain Management PLUS 3-5 year experience in Supply Chain Management Recommendation: Computer Literacy with proficiency in Microsoft Office software applications, MS Word and Excel, Experience in dealing with different components (Demand, Logistics, Warehouse, Acquisition, Assets) of Supply Chain Management, Knowledge of computerized LOGIS Stores System, Valid code EB Drivers Licenses (code 08) Knowledge, Skills, Training and Competencies Required: Possess knowledge of legislative prescripts governing the Public Service eg. P.F.M.A. Treasury Regulations, and related acts, Strong , Knowledge of Supply Chain Management practices, directives, regulations and legislation, Knowledge of Labour Relations, Strong leadership, good decision making and problem solving skills, Aptitude for audit type activities, Possess good conflict skills, Possess high level of integrity and professionalism, Ability to organize, plan duties, work under pressure and conduct in service training, Have the ability to prioritize issues and other work related matters and to comply with time frames set, Good written, verbal communication and interpersonal skills.
<b><u>DUTIES</u></b>	: Overall supervision of the Supply Chain Management Section, Sit on various committees: Cash Flow, Equipment, Management, Disposal, Bid Committees, Attend site inspection meetings, Deal with all aspects of payment of accounts, check/update payment register, check/update follow up registers, check order books, check/update filing of relevant documents in all components, deal with queries and follow ups, monitor period of delivery of goods, Conduct internal audits on a monthly basis in all components (Demand, Logistics, Warehouse and Acquisition), Ensure adequate availability of stock in stores at all times, Provide assistance with the analysis of nature of goods and service that must be procured and based on the supplier analysis, Identify the optimal acquisition process to be followed in terms of preferential policy imperatives of the department, Ensure invitation of quotations/bids are in line with the SCM practices, directives, regulations and legislation, Check all adverts for correctness before placing on the notice board in the Government Gazette, Ensure proper contract management and monitor performance of suppliers, Ensure compliance in the Receipt and handling of offers from Suppliers (Opening of tenders), Attend to all appeals received from suppliers/Provincial treasury, Compile and submit monthly returns and reports to Head Office, Contract register, Irregular expenditure etc., Train, develop, motivate and monitor staff performance in line with EPMDs, Identify risks and develop

<b><u>ENQUIRIES</u></b>	:	quality improvement strategies.
<b><u>APPLICATIONS</u></b>	:	Mrs. B.G. Anderson Tel No: (031) 360 3903
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/206</u></b>	:	<b><u>SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: MCP/SYST02/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Level 08). Other Benefits: 13 <sup>TH</sup> Cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Malaria Control Programme
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / STD 10/ Grade12, Diploma/ Degree in Public Administration / Public Management, 3-5 years appropriate/recognizable operational experience in various System Management environment. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service record) must be attached. Knowledge, Skills, Attributes And Abilities: Computer Literacy: MS Office Software Applications, Knowledge of relevant acts and regulations inclusive of PFMA and Treasury Regulations, Ability to make independent decisions, Conflict Resolution and Negotiating skills, Ability to prioritize issues and other work related matters and to comply with time frames, Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly, Knowledge of modern office procedures, practices, and equipment, Knowledge of the functions, organizations and regulations, which operate within the System Management, Ability to exercise good judgment and discretion in applying and interpreting departmental policies and procedures, Ability to establish and maintain effective working relationships with departmental officials and employees.
<b><u>DUTIES</u></b>	:	Oversee the maintenance, storage and proper management of documentation and information to enable the efficient tracing, retrieval and filing thereof for Malaria Programme Components, Manage telecommunication services for Malaria Programme Components inclusive of repair and maintenance of telephone infrastructure and the administration of Telkom telephone account, Oversee the administration of institutional fleet, Ensure that the Malaria Programme Complex is properly maintained and neat and orderly at all times by managing the maintenance and cleaning of the complex according to predetermined standards, Administer Service Level Agreement with the various stakeholders and service providers, Ensure effective and efficient building access management and resource security arrangements for the Malaria Programme Complex.
<b><u>ENQUIRIES</u></b>	:	Mr. TE Raswiswi Tel No: (033) 9402450
<b><u>APPLICATIONS</u></b>	:	Please forward applications quoting reference number to: The Human Resources Manager, Malaria Control Programme, Private Bag X 002, Jozini, 3969 OR hand deliver to 304 Nsinde Road Jozini Malaria Control Programme,



<b><u>NOTE</u></b>	: HR Department. Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> . Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, NB: African Females Are Encouraged to apply as per Employment Equity Target.
<b><u>CLOSING DATE</u></b>	: 05 March 2021
<b><u>POST 06/207</u></b>	: <b><u>PARAMEDIC REF NO: EMS UGU 03/2021</u></b> Emergency Care Practitioner with Critical Care Certificate (CCA)
<b><u>SALARY</u></b>	: Grade 1: R254 382 per annum Grade 2: R318 042 per annum Grade 3: R392 151 per annum Grade 4: R461 940 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: EMS UGU District <b>Grade 1</b> - Requires a CCA qualification plus registration with HPCSA as a paramedic. No experience required. <b>Grade 2:</b> Requires a CCA qualification plus registration with HPCSA as a paramedic plus Seven (7) years' experience after registration with the HPCSA as a paramedic (CCA). <b>Grade 3:</b> - Requires a CCA qualification plus registration with HPCSA as a paramedic plus Fourteen (14) years' experience after registration with the HPCSA as a paramedic (CCA). <b>Grade 4</b> Requires a CCA qualification plus registration with HPCSA as a paramedic plus Twenty four (24) years' experience after registration with the HPCSA as a paramedic (CCA). <b>Emergency Care Practitioner With National Diploma - Grade 2:</b> Requires a National Diploma and registration with HPCSA as a paramedic. No experience required. <b>Grade 3:</b> Requires a National Diploma and registration with HPCSA as a paramedic plus seven (7) years' experience after registration with the HPCSA as a paramedic (CCA). <b>Grade 4:</b> Requires a National Diploma and registration with HPCSA as a paramedic plus seventeen (17) years' experience after registration with the HPCSA as a paramedic (CCA). <b>Emergency Care Practitioner with (B Tech Degree) - Grade 3:</b> Requires a B Tech Degree qualification and registration with HPCSA as an Emergency Care Practitioner (ECP). <b>Grade 4:</b> Requires a B Tech Degree qualification and registration with HPCSA as an Emergency Care Practitioner (ECP) plus (10) years' experience after registration with HPCSA as ECP. Grade 12 Certificate; Critical Care Advanced Certificate (CCA); Unendorsed drivers licence (C1) with professional driving permit (receipt of renewal not accepted); Registration with HPCSA as paramedic; Proof of current registration with the HPCSA (Valid card will be accepted, deposit slip will not be accepted). Knowledge, Skills, Training And Competencies Required: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of practice and transport emergencies to an appropriate health facility in order to minimize the loss of lives, and as such the ideal candidates must:- Possess knowledge of Advanced Life Support Protocols; Have understanding of EMS and its line of business; Possess knowledge of Rules and Regulations of Road Traffic Ordinance; Have the ability to implement emergency procedures; Possess good communication skills and interpersonal relations. Have Practical Patient Management skills.
<b><u>DUTIES</u></b>	: Maintain vehicle and medical equipment check the allocated vehicle and equipment and complete the check list; Wash, clean and disinfect the interior/exterior of the vehicle; Treat and transport patients to hospital from scene in accordance with the Advanced life support protocols; Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date; Maintain the vehicle in a clean condition and good working order all times; Use all equipment and government property as per laid

down policies and procedures; Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development (CPD); Assistant in maintaining a clean and tidy base; Complete and submit all appropriate paperwork to the shift leader before the termination of the shift; Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order; Abide by the Standing Operational Procedures of EMS; Maintain accurate and reliable records at all times; Perform over time duties in accordance with EMS Policy when required; Provide orientation and supervised training with regard to ALS. Actively participate in training and quality assurance programs.

**ENQUIRIES** : Mr S.P. Gumede Tel No: (039) 688 3619  
**APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240  
**FOR ATTENTION** : Human Resource Manager  
**CLOSING DATE** : 05 March 2021

**POST 06/208** : **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: HRM 16/2021 (X1 POST)**  
 Directorate: Warehouse and Logistic Management

**SALARY** : R257 508 – R303 339 per annum, Plus 13<sup>th</sup> Cheque, Medical Aid, Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : King Edward VIII Hospital (KEH)  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent), 3-5 years clerical/administrative experience within SCM component Recommendation: Computer Literacy with proficiency in Microsoft Office software applications, MS Word and Excel, At least 1 year Supervisory experience in SCM, Undendorsed code driver's licence Knowledge, Skills, Training and Competencies Required: Possess knowledge of legislative prescripts governing the Public Service eg. P.F.M.A, Treasury Regulations, and related acts, Good verbal and written communication skills, Possess technical knowledge of Supply Chain Management practices, directives, regulations and legislation, Sound knowledge of Warehouse/Logistic Management including stock taking, Ability to work under pressure and team player, Good organizational, planning, and team building skills, Ability to uphold confidentiality, Ability to plan, organize and meet deadlines.

**DUTIES** : Oversee overall logistics issues and inventory control management, Planning and assigning work to staff, Develop and implement standard of performance in Logistics, Responsible for replenishing and issuing stock, Compile and submit required monthly reports (accruals, stock taking) etc, Conduct monthly and quarterly stock take and meet deadline, Attend to Audit queries timeously and implement improvement plans, Implement risk management to avoid fraud and corruption, Manage contracts and orders, Monitor staff performance through EPMDs, Follow up on outstanding orders, Monitor stock expiry to minimize losses, Management of critical stock for the wards and departments.

**ENQUIRIES** : Mrs. B.G. Anderson Tel No: (031) 360 3903  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all

occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/209</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 3 REF NO: EMS UGU 02/2021 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R169 176 per annum
<b><u>CENTRE</u></b>	:	EMS UGU District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate with science subjects; Intermediate Life Support Certificate (AEA); Registration with the health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant; Proof of current registration with the HPCSA (Valid card will be accepted, deposit slip will not be accepted); Unendorsed drivers license (C1) with professional driving permit (receipt of renewal not accepted). Knowledge, Skills, Training and Competencies Required: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life support and transport patients to an appropriate health facility in order to minimize the loss of lives. The ideal candidates must:- Possess knowledge of Intermediate Life Support Protocols; Have understanding of EMS and its line of business; Possess knowledge of basic Medical Rescue; Possess knowledge of Rules and Regulations of Road Traffic Ordinance; Possess good communication skills; Have Practical Patient Management skills; Have the ability to implement emergency procedures; Have the ability to work under pressure; Be able to operate in any EMS environment i.e Emergency Ambulances, Obstetrics ambulance, inter-facility; Ambulances, communication centres, Rescue or Patient Transport Services as per the allocation or deployment by the management of EMS; Be flexible to be deployed to any shift as per the service delivery needs; Be available for disaster relief emergency deployments nationally and /or internationally.
<b><u>DUTIES</u></b>	:	Treat, stabilize and transport patients according to the scope of practice of the intermediate Life Support as per the HPCSA Protocols; Respond to all calls as dispatched by the Communication center or requested by other medical professionals to assist with intermediate Life Support of treatment; Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development (CPD); Maintain vehicle and medical equipment check the allocated vehicle and equipment and complete the check list, report all losses, damages discrepancies, deficiencies to the Shift Leader; Wash, Clean and disinfect the interior/exterior of the emergency vehicles and maintain the vehicle in a clean condition and good working order at all times; Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date; Assistant in maintaining a clean and tidy base; Use all government property i.e. medical equipment, other equipment, Vehicle and building as per government policies and procedures; Complete and submit all appropriate paperwork to the shift leader before the termination of the shift or as required; Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order; Abide by the Standing Operational Procedures of EMS; Maintain accurate and reliable records at all times; Perform overtime duties in accordance with EMS Policy; Actively participate in training and quality assurance programs.
<b><u>ENQUIRIES</u></b>	:	Mr S.P. Gumede Tel No: (039) 688 3619
<b><u>APPLICATIONS</u></b>	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/210</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 1 REF NO: EMS UGU 01/2021</u></b>
<b><u>SALARY</u></b>	:	R143 613.per annum
<b><u>CENTRE</u></b>	:	EMS UGU District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate; Basic Ambulance Assistant Certificate (BAA); Registration with the health Professions Council of South Africa (HPCSA) as a Basic Ambulance assistant; Proof of current registration with the HPCSA (Valid card will be accepted, deposit slip will not be accepted); Unendorsed drivers license (C1) with professional driving permit (receipt of renewal not accepted).

Recommendation: Grade 12 certificate with Science subject/s. Knowledge, Skills, Training And Competencies Required: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Basic Life support and transport patients to an appropriate health facility in order to minimize the loss of lives. The ideal candidate must:- Possess knowledge of Basic Life Support Protocols; Have understanding of EMS and its line of business; Possess knowledge of Basic medical rescue; Possess knowledge of Rules and Regulations of Road Traffic Ordinance; Possess good communication skills; Have Practical Patient Management skills; Have the ability to implement emergency procedures; Have the ability to work under pressure; Be able to operate in any EMS environment i.e. Emergency Ambulances, Obstetric Ambulance, inter-facility ambulances, communication centres, Rescue or Patient, Transport Services as per the allocation or deployment by the management of EMS; Be flexible to be deployed to any shift as per service delivery needs.; Be available for Disaster Relief Emergency deployments nationally and/or internationally.

**DUTIES**

: Treat, stabilize and transport patients according to the scope of practice of the Basic Ambulance Assistant as per the HPCSA protocols; Respond to all calls as dispatched by the communication centre or requested by other medical professionals to assist with Ambulance duties; Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development; Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages discrepancies, deficiencies to the shift leader; Wash, clean and disinfect the interior/exterior of the emergency vehicle and maintain the vehicle in a clean condition and good working order at all times; Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date; Assistant in maintaining a clean and tidy base; Use all government property i.e medical equipment, other equipment, vehicles and buildings as per government policies and procedures; Complete and submit all appropriate paperwork to the shift leader before the termination of the shift or as required; Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order; Abide by the Standing Operational Procedures of EMS; Maintain accurate and reliable records at all times; Perform over time duties in accordance with EMS Policy; Actively participate in training and quality assurance programs.

**ENQUIRIES**

: Mr S.P. Gumede Tel No: (039) 688 3619

**APPLICATIONS**

: Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION**

: Human Resource Manager

**CLOSING DATE**

: 05 March 2021

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

<b><u>APPLICATIONS</u></b>	:	Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
<b><u>CLOSING DATE</u></b>	:	05 March 2021 at 16h00
<b><u>NOTE</u></b>	:	The Office of the Premier is an affirmative action employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Senior Management Service (SMS) will be subjected to a compulsory competency-based assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All applicants applying for an SMS post are required to obtain a pre-entry certificate for Senior Management Service (SMS) post. The full details can be sourced from the following link: <a href="https://www.thensg.gov.za/training-course/sms_pre-entry-programme">https://www.thensg.gov.za/training-course/sms_pre-entry-programme</a> . Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months 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, 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.
<b>MANAGEMENT ECHELON</b>		
<b><u>POST 06/211</u></b>	:	<b><u>CHIEF DIRECTOR: PROVINCIAL COMMUNICATION SERVICES REF NO: OTP: 01/21/01 (X1 POST)</u></b> Branch: Stakeholder Management Re-Advertisement (Previous applicants should re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 251 183 per annum (Level 14) (all-inclusive package) Polokwane (Head Office) NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Senior Management Services (SMS) level. Qualification in Communication Studies, Media Studies and Journalism will be an added advantage. A valid driver's license with the exception of people with disability.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to: Provide Human Resource Management Services. Manage Departmental Records, Facilities and Auxiliary Services. Manage HRD, PMDS and Employee Health and Wellness Programme. Monitor the Management of Information Communication Technology (ICT) Infrastructure and Security Services.
<b><u>ENQUIRIES</u></b>	:	should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.

<b><u>POST 06/212</u></b>	:	<b><u>DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: OTP: 01 / 21 / 02 (X1 POST)</u></b> Chief Directorate: Financial Management
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (all-inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane (Head Office)
<b><u>REQUIREMENTS</u></b>	:	NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level. Qualification in Financial Management, Financial Accounting or Commerce will be a requirement. A valid driver's license with the exception of People with Disability.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to: Manage payment of salaries and related claims. Manage payment of creditors and other general accounts.
<b><u>ENQUIRIES</u></b>	:	should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.
<b><u>POST 06/213</u></b>	:	<b><u>DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP: 01 / 21 / 03 (X1 POST)</u></b> Chief Directorate: Transformation
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (all-inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane (Head Office)
<b><u>REQUIREMENTS</u></b>	:	NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level. Qualification in Social Sciences and Public Management will be an added advantage. A valid Driver's License with the exception of People with Disability.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to: Provide leadership and high-level of strategic direction and policy in the directorate. Manage the development and conducting of research and policy development. Manage, promote and support projects and programs. Develop and maintain good relations within the departments and all stakeholders.
<b><u>ENQUIRIES</u></b>	:	should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.
<b><u>POST 06/214</u></b>	:	<b><u>DIRECTOR: HUMAN CAPITAL INVESTMENT AND RESEARCH REF NO: OTP: 01 / 21 / 04 (X1 POST)</u></b> Chief Directorate: Provincial HRD Strategy and Policy
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (all-inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane (Head Office)
<b><u>REQUIREMENTS</u></b>	:	NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level. Qualification in Commerce, HRM, HRD or Training will be an added advantage. A valid Driver's License with the exception of People with Disability.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to: Assist in the coordination of the development, review and implementation the Provincial HRD Strategy. Conduct research on the skills required by the Provincial economy. Assist in the coordination of the skills required by Special Integrated Projects and Special Economic Zone areas. Coordinate and manage partnerships with various stakeholders, e.g., SETAs, Private Sectors, NGOs, Training providers, National and provincial departments, etc. Facilitate skills development with various stakeholders for the youths in the province. Mobilize financial resources for youth development in the province. Facilitate for research in the skills relevant for job market in the province. Develop a database for skills required by the Provincial economy.
<b><u>ENQUIRIES</u></b>	:	should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.

**POST 06/215** : **DIRECTOR: RECORDS AND FACILITIES MANAGEMENT SERVICES (WORK ENVIRONMENT) REF NO: OTP: 01 / 21 / 05 (X1 POST)**  
Chief Directorate: Administration Support

**SALARY** : R1 057 326 per annum (Level 13) (all-inclusive package)  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level. Certificate in Records and Knowledge Management will be an added advantage. A valid driver's license with the exception of people with disability.

**DUTIES** : Oversee Departmental HR, General Records and Knowledge. Oversee Facilities and Auxiliary services. Oversee implementation of the Promotion of Access to Information Act.

**ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.

#### OTHER POST

**POST 06/216** : **CHIEF GIS PROFESSIONAL GRADE A: GIS REF NO: OTP: 01 / 21 / 06 (X1 POST)**  
Chief Directorate: Geographical Information System, Policy, Research and Development

**SALARY** : R898 569 per annum (all-inclusive package) (OSD)  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF Level 7 (Bachelor's Degree / Postgraduate Diploma in GIS requiring a minimum period of study of four years in the related field e.g. Geo-informatics and Geographical studies) as recognized by the South African Qualifications Authority (SAQA). Minimum of six (6) years' experience in the relevant field (GISc Production, Grade A, B or C) is required. Compulsory registration with PLATO as a GISc Professional. A valid driver's license with the exception of people with disability.

**DUTIES** : The successful candidate will be required to: Provide strategic direction and leadership in the unit. Ensure the establishment and maintenance of Geo-Database and Website. Provide technical and functional GIS support to departments and municipalities. Manage Mapping services.

**ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.

#### DEPARTMENT OF SOCIAL DEVELOPMENT

*The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.*



**APPLICATIONS** : Applications should be addressed to, The Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building. Ground Floor, Office no 30. Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications.

**CLOSING DATE** : 12 March 2021 at 16h00

**NOTE** : All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. Shortlisted applicants will be required to provide their original IDs on the day of the interviews for verification purposes. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the

above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. NB: These positions will be filled on a three (03) years contract.

#### **OTHER POST**

<b><u>POST 06/217</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR: GRADE 1 REF NO: DSD/2021/01 (X1 POST)</u></b> DSD Provincial Office: Early Childhood Development
<b><u>SALARY</u></b>	:	Grade 1: R384 228 + 37% In Lieu of Benefits
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate (NQF level 7) in Social Work as recognised by SAQA. Seven (07) years' experience as a Social Worker. Experience in the field of ECD and Partial Care will serve as an added advantage. Registration with South African Council for Social Service Professions (SACSSP). Valid driver's licence. Knowledge: Skills and Competencies: Knowledge of ECD Conditional Grants. Education and Social Development strategies and programmes pertaining to ECD. Government policies and approach to ECD. Programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Planning and organising skills. Policy implementation skills. Business ethics skills. Computer Literacy.
<b><u>DUTIES</u></b>	:	Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Manage and monitor funded ECD Centres.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4315/4426



**PROVINCIAL ADMINISTRATION: NORTH WEST  
OFFICE OF THE PREMIER**

<b><u>APPLICATIONS</u></b>	:	Please email your applications quoting the reference number to <a href="mailto:OOPRecruitment@nwpq.gov.za">OOPRecruitment@nwpq.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>NOTE</u></b>	:	The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications including the Senior Certificate/ Matric as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

**OTHER POSTS**

<b><u>POST 06/218</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: NWP/OOP/2021/03</u></b> Purpose: To ensure management and facilitation of sound employee's relation
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Mahikeng
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year tertiary qualification in Labour Relations/ Labour Law at NQF level 6 and/or Equivalent qualifications (NQF Level and Credits). 3-5 experience in Labour Relation environment of which 2 years supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Extensive knowledge in Public service prescripts and legislations, Human Resource Administrations and Labour matters, Policy formulation and implementation, planning and organizing, Knowledge of PERSAL, knowledge of reporting procedures, Research and Finance Matters. Management skills, Communication skills, organizing and planning, investigative and analytical thinking skills. Ability to develop new ideas that impact on existing methods, policies and understanding. Ability to diffuse conflict situation and maintain.
<b><u>DUTIES</u></b>	:	Advice line management on labour relations related matters, manage and facilitate the grievance resolution process and procedures, manage and facilitate misconduct cases, represent the employer during dispute resolutions processes, disseminate relevant and contemporary information on labour relations matters, manage financial, human and physical resources in the sub-directorate, develop and manage labour relations policies and prescripts, ensure maintenance of the Provincial labour relations database, represent the employer at the Provincial bargaining chambers, compile monthly, quarterly and annual reports; facilitate the labour relations policy awareness sessions.
<b><u>ENQUIRIES</u></b>	:	Ms. BC Maseng Tel No: (018) 388-3440
<b><u>POST 06/219</u></b>	:	<b><u>PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION (CONDITION OF SERVICE) REF NO: NWP/OOP/2021/04</u></b> Purpose: To implement condition of services and Remuneration practices in the Office of the Premier
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)

<b><u>CENTRE</u></b>	:	Mahikeng
<b><u>REQUIREMENTS</u></b>	:	3 year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-3 years' experience in Human Resource Management and Public Administration. PERSAL Personnel Administration course. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge of Government Employee Pension Act, Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL system, Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
<b><u>DUTIES</u></b>	:	Process Service Terminations: Terminate employees on PERSAL system, Acknowledge application letter of terminations & Provide pension forms to Employees, Circulate Asset & State liability forms. Facilitate completion Exit Interview forms, Compile pension withdrawal, Capture pension claim, Process payment of leave benefits. Process Funeral benefit claims, Nomination of beneficiaries, Process housing allowances. Collect all personal files for filling. Process transfers, relocation and movement: Compile submission to relevant authorities, Inform employees on approval of transfer and the receiving department, Implement transfer on PERSAL system, Sent last pay certificate to the receiving department and all personal files, Request files from departments, Movement & relocation between directorates.
<b><u>ENQUIRIES</u></b>	:	Mr PK Letebejana Tel No: (018) 388-3741

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

*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.*

**CLOSING DATE** : 05 March 2021  
**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 06/220** : **MANAGER: MEDICAL SERVICES GRADE 1**  
 Rural Health Services

**SALARY** : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

**CENTRE** : George Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness and skills to do work after hours. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Knowledge of Clinical Governance, Healthcare legislation and related legal and ethical healthcare practices. Proven skills in the planning and implementation of quality improvement projects. Excellent communication in at least two of the three official languages of the Western Cape (written, verbal) and conflict management skills, proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyze statistical and financial information.

**DUTIES** : Provide strategic management and leadership for George Hospital, aligned with Provincial and National directives. Strategic, operational and financial management of all clinical and clinical support services. Coordination of clinical governance activities to maintain and continuously improve the quality of care. Effective, efficient Human Resource management and planning. Ensure teaching, training and development programmes for all categories of clinical staff. Participate in strategies to strengthen the district health care system in Garden Route and Central Karoo and coordinate the hospital's outreach programme.

**ENQUIRIES** : Mr M Vonk, Tel. No: (044) 802-4534 or e-mail: [Michael.Vonk@westerncape.gov.za](mailto:Michael.Vonk@westerncape.gov.za)

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**POST 06/221** : **OPERATIONAL MANAGER NURSING: SPECIALTY (CARDIAC CATH LAB)**

**SALARY** : R562 800 per annum (PN-B3)

**CENTRE** : Tygerberg Hospital, Parow Valley

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

		General Nursing. At least 5 years of the period above must be appropriate recognisable experience after obtaining the 1 year post-basic as mentioned above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Exposure to a cardiac cath lab environment.
<b><u>DUTIES</u></b>	:	The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in the cardiac catheter lab setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms F Marthinus Tel No: (021) 938-4055
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 06/222</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER (RECRUITMENT AND SELECTION)</u></b> Directorate: People Practices and Administration
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate National Diploma/Degree in Human Resources/Public Administration/Commerce. Experience: Appropriate experience in Recruitment and Selection. Inherent requirement of the job: Valid Code (EB/B) driver's license. Competencies (knowledge/skills): Knowledge and experience of PERSAL. Skills in MS Office (Word/Excel/PowerPoint etc.). Good organisational skills. Good analytical skills. Advanced writing skills.
<b><u>DUTIES</u></b>	:	Render an efficient and effective advisory support service with regard to Recruitment and Selection. Implement and maintain the Online Recruitment and Selection system within the Department of Health. Provide effective Human Resource representation during the Recruitment and Selection process for SMS and salary levels 1 – 12 posts. Draft submissions for all posts including cabinet submissions for SMS posts. Scrutinise motivations and accompanying documentation. Identify areas of need and implement training programmes and information sessions on existing and new policies and prescripts. Supervision of staff. Provide assistance and advice in respect of conciliation/arbitrations. Investigate grievances in respect of Recruitment and Selection.
<b><u>ENQUIRIES</u></b>	:	Ms C Dawood Tel No: (021) 483-5426
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>POST 06/223</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 TO 4</u></b> Groote Schuur Hospital
<b><u>SALARY</u></b>	:	Grade 1: R257 592 per annum Grade 2: R316 794 per annum Grade 3: R384 228 per annum Grade 4: R472 551 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Bachelor's Degree in Social Work (or equivalent). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Experience: <b>Grade 1:</b> None after registration. <b>Grade 2:</b> A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. <b>Grade 3:</b> A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the

		SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies (knowledge/skills): Ability to render clinical social work practice, with particular experience in psychiatry and a member of a multi-disciplinary team in a Specialist Acute Health Care setting. Sound knowledge and skill in psychiatric social work, assessment skills, family and group and individual therapy skills. Computer literacy, good verbal and written communication skills in at least two of the three official languages of the Western Cape. Student Supervision competency on a master's degree level.
<b><u>DUTIES</u></b>	:	Provide Family therapy, group therapy, individual therapy to in-patients as well as provision of social work services in the psychiatric emergency unit. Provide Social work specialist knowledge and skills to services within Psychiatric outpatient department. Clinical Supervision of master's degree level students. Report-writing and related administration. Research teach and train.
<b><u>ENQUIRIES</u></b>	:	Mr A De Vos Tel No: (021) 404-5430
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<b><u>POST 06/224</u></b>	:	<b><u>HOUSEHOLD AID</u></b> West Coast District
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Vredenburg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirement of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents and stock.
<b><u>DUTIES</u></b>	:	Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Handle clean and dirty linen as required. Handle waste according to infection control principles and procedures. Serve meals and beverages to patients. Assist with the routine stock control of linen and non-surgical equipment. Cost effective utilisation of consumables or resources and assist with the loading and off-loading of stock. Optimal support to supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Mr WB Smeda Tel No: (022) 814-0057
<b><u>APPLICATIONS</u></b>	:	The Manager: Medical: Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
<b><u>FOR ATTENTION</u></b>	:	Mr J Engel
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 06/225</u></b>	:	<b><u>HOUSEHOLD AID</u></b> Red Cross War Memorial Children's Hospital
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

<b><u>DUTIES</u></b>	:	Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.).
<b><u>ENQUIRIES</u></b>	:	Ms L Chenga Tel No: (021) 658-5436, Ms S Cupido Tel No: (021) 658-5452
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<b><u>FOR ATTENTION</u></b>	:	Ms T Nqola
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 06/226</u></b>	:	<b><u>LAUNDRY AID</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Prince Albert Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy (Attach proof). Experience: Appropriate experience in a linen bank in a hospital/health facility environment. Inherent requirements of the job: Valid Code B/EB driver's license (Attach proof). Ability to work overtime, weekends and public holidays when operationally required and willingness to be trained and relief personnel in other departments as the need arises (CSSD, Workshop, Housekeeping, Kitchen) etc. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to count, sort and sluice linen. Ability to operate equipment and machinery used in a linen bank. Ability to read, speak and communicate (verbal and written) in two of the three official languages of the Western Cape. Computer Literacy will be an advantage.
<b><u>DUTIES</u></b>	:	Provide effective, efficient, safe hygiene and leaning practices. Daily collection of dirty linen from wards/departments for the linen bank and return of clean linen from the linen bank to the wards/departments. Daily sorting and counting of dirty linen prior to transfer of linen to laundry. Daily sluice of dirty linen. Daily washing, ironing and packing of linen. Do linen counts and statistics within the laundry unit. Pushing heavy linen trolleys to and from the linen bank and wards/departments. Follow and maintain general hygiene and safety directives in the linen bank. Maintain safety measures for apparatus and equipment and report broken apparatus and equipment. Assist with the informal in-service training of new employees.
<b><u>ENQUIRIES</u></b>	:	Ms C Frolick Tel No: (023) 541-1300
<b><u>APPLICATIONS</u></b>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<b><u>FOR ATTENTION</u></b>	:	Ms S Pienaar
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be required to undertake a practical test.
<b><u>POST 06/227</u></b>	:	<b><u>GENERAL WORKER STORES</u></b> Overberg District
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Caledon Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a Stores environment. Inherent requirement of the job: Physically able to handle stock. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team. Ability to work in a physically demanding environment.
<b><u>DUTIES</u></b>	:	Assist Warehouse Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required. Assist Supervisor with ad-hoc tasks.
<b><u>ENQUIRIES</u></b>	:	Mr GL Bucchianeri Tel No: (028) 212 1070

**APPLICATIONS**  
**FOR ATTENTION**  
**NOTE**

- : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
- : Ms A Kriel
- : No payment of any kind is required when applying for this post