



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 08 OF 2021**  
**DATE ISSUED 05 MARCH 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 ENVIRONMENT FORESTRY AND FISHERIES:** Kindly note that the following posts advertised in the Public Service Vacancy Circular 07 dated

26 February 2021, reference numbers have been amended as follows; Senior Labour Relations Practitioner (Ref No: CMS10/2021); Office Administrator (CMS13/2021); Deputy Director: Administration and Coordination Support with (Ref No: CMS11/2021), Senior HR Recruitment and Service Benefits (Ref No: CMS14/2021). Reference numbers of the above posts have been amended as above and also please note that the post of Deputy Director: Administration and Coordination Support with (Ref No: CMS11/2021) advertised in the Public Service Vacancy Circular 07 dated 26 February 2021 has been withdrawn. Apologies for the inconvenience this may have caused. **DEPARTMENT OF WOMEN YOUTH AND PERSONS WITH DISABILITIES:** Kindly note that the post of Government Information Technology Officer (GITO) was advertised in Public Service Vacancy Circular 07 dated 26 February 2021. The **Requirements** have been amended as follows: Undergraduate degree in Information Technology or relevant NQF 7 qualification. CCNA or ITIL or COBIT certification. 10 years solid IT experience in Networks and IT Infrastructure Management or Systems Development plus at least five years middle management experience. Knowledgeable in application transport and network infrastructure and possess; understanding of how to support these applications/protocols when accessed through VPN and firewall appliances; systems Development Life Cycle (SDLC); systems analysis, data administration, software engineering, software development. Primary skills and attributes: analytical and conceptual; business understanding; project and programme management; advanced verbal and written communication; strategic capability and leadership; financial management; change management; customer relations management; problem solving; ability to function effectively under pressure. The **Duties** have been amended as follows Manage, co-ordinate and ensure a stable Information Technology environment, effective and proper information and communication technology and business support; plan, design, acquire and deploy a functional network infrastructure; maintain infrastructure for core applications, communications and Internetworking technologies; design, deploy and maintain an IT infrastructure including video and IP Telephony; design, deploy and maintain backup and disaster recovery Infrastructure; develop tactical and strategic business plans and implement them; approve project specific deployment and implementation strategies; direct software applications development activities; develop, install and maintain computer programs for business applications; direct and coordinate design, development and execution of software operating systems; plan, conduct and coordinate business programming applications activities; develop programming standards and documentation requirements; scope and estimate development efforts on product requirements; review system applications' current status and suggest enhancements; develop and execute web applications; handle technical programming and database on departmental website. The closing date has been extended to 26 March 2021. **GAUTENG: DEPARTMENT OF e-GOVERNMENT:** Kindly note that the following post was advertised in Public Service Vacancy Circular 07 dated 26 February 2021, The Requirements have been amended as follows: (1) Deputy Director: Warehouse Designer with Ref No: 008108; Experience required is 3-5 years in in Data Extraction, Transformation and Loading, understanding the data landscape and building of custom extractors and cubes from various source systems, SQL tables and custom SQL extractors. The closing date has been extended to 26 March 2021.

**INDEX  
NATIONAL DEPARTMENTS**

| <b>NATIONAL DEPARTMENTS</b>                      | <b>ANNEXURE</b> | <b>PAGES</b> |
|--|-----------------|--------------|
| BASIC EDUCATION                                  | A               | 04 - 08      |
| DEFENCE  | B               | 09 - 21      |
| EMPLOYMENT AND LABOUR                            | C               | 22 - 24      |
| GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM | D               | 25 - 27      |
| HOME AFFAIRS                                     | E               | 28 - 30      |
| INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE     | F               | 31 - 38      |
| MILITARY VETERANS                                | G               | 39 - 42      |
| OFFICE OF THE CHIEF JUSTICE                      | H               | 43 - 46      |
| PLANNING MONITORING AND EVALUATION               | I               | 47 - 48      |
| PUBLIC WORKS AND INFRASTRUCTURE                  | J               | 49 - 65      |
| SMALL BUSINESS DEVELOPMENT                       | K               | 66           |
| SOCIAL DEVELOPMENT                               | L               | 67 - 72      |
| TRADITIONAL AFFAIRS                              | M               | 73 - 74      |
| TRANSPORT  | N               | 75 - 81      |
| WATER AND SANITATION                             | O               | 82 - 95      |

**PROVINCIAL ADMINISTRATIONS**

| <b>PROVINCIAL ADMINISTRATION</b> | <b>ANNEXURE</b> | <b>PAGES</b> |
|----------------------------------|-----------------|--------------|
| EASTERN CAPE                     | P               | 96 - 110     |
| FREE STATE                       | Q               | 111 - 118    |
| GAUTENG                          | R               | 119 - 149    |
| KWAZULU NATAL                    | S               | 150 - 167    |
| NORTH WEST                       | T               | 168          |
| WESTERN CAPE                     | U               | 169 - 178    |

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.*

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms M Thubane / Mr A Tsamai
- CLOSING DATE** : 26 March 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.
- ERRATUM:** Kindly note that the following post advertised in Public Service Vacancy Circular 07 dated 26 February 2021. The post name has been amended as follows: Post: Senior Provisioning Administration Officer (Procurement) With Ref No: Dbe/17/2021. The closing date remains the same: 19 March 2021.

## OTHER POSTS

- POST 08/01** : **DEPUTY DIRECTOR: QUALITY MANAGEMENT SYSTEM (QMS) REF NO: DBE/24/2021**  
Branch: Teacher, Education Human Resource and Institutional Development  
Chief Directorate: Education Human Resource Management  
Directorate: Educator Performance Management and Development and Whole School Evaluation
- SALARY** : R869 007 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA). At least Four (4) years' relevant experience at a supervisory/middle managerial level in the operations of employee performance management systems; Experience in educator supervision, training, management of budgets and programmes; Good computer skills (Microsoft Office Programmes: Word, Excel and Power point); Report writing and presentation skills; Excellent people skills; Proven experience in planning and implementing projects; In-depth knowledge and understanding of human resource matters, including educator performance management systems as informed by relevant ELRC collective agreements; Experience in school evaluations in the Basic Education sector. Understanding of the National Development Plan 2030 as well as other relevant education policies, legislation and regulations; Strong verbal and written communication; Willingness to work extensive hours and to travel when required and a valid driver's license.
- DUTIES** : Under the supervision of Department of Basic Education, the successful candidate will be part of a team of specialists to support and promote efficient and effective implementation of performance management systems within provinces; Develop training resources; Engage in developing capacity of provincial officials on the QMS; Conduct monitoring and oversight visits; Co-ordinate and monitor compliance with all performance management-related agreements, policies, regulations and guidelines; Set up digital platforms and systems to evaluate educator performance data; Collect and analyse reports from provinces; Analyse the impact of the Quality Management System on school performance and give

**ENQUIRIES  
NOTE**

: feedback to provinces; Set in place strategies to enhance accountability within schools and address under-performance; Establish linkages between the Directorate and other stakeholders and perform other related duties as assigned.  
: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321  
: Short listed candidates may be required to make a presentation to the interview panel and undergo a test. The Educator Performance Management and Development and Whole School Evaluation Directorate monitors and supports educator performance evaluations, skills development and whole school evaluations across provinces. The Quality Management System for school-based educators as informed by ELRC Collective Agreement Number 2 of 2020 will be implemented across all schools progressively from 2021.

**POST 08/02**

: **DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT SPECIALIST (SDS) REF NO: DBE/25/2021**  
Directorate: Educator Performance Management and Development and Whole School Evaluation

**SALARY  
CENTRE  
REQUIREMENTS**

: R869 007 per annum (All-inclusive remuneration package)  
: Pretoria  
: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in information technology (IT; A post graduate degree will serve as an advantage). A 4 years overall experience in IT field supported by 4 years' experience at a supervisory/middle managerial level; Experience within the education field will be preferable. Experience in project management; Knowledge of and insight in the latest developments in the field of information technology; Strong verbal and written communication skills; Excellent IT skills in programming and systems development; Report writing and presentation skills; Excellent people skills in order to interact with stakeholders; Ability to keep up with a changing education environment; Have the capacity to work without supervision, Be innovative and be able to meet targets and deadlines; Willingness to work extensive hours and be prepared to travel; Have a passion for making a positive contribution in the South African education sector and in possession of a valid driver's license.

**DUTIES**

: The incumbent will digitize evaluation/appraisal instruments and templates; Design and develop an online system for school evaluations and teacher appraisals; Design and develop communication systems; Create systems to integrate provincial reports; Set up and maintain databases; Develop online training resources; Create a repository of reports for system wide consumption; Work collaboratively to establish partnerships with stakeholders in the sector to strengthen accountability and promote school improvement.

**ENQUIRIES  
NOTE**

: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321  
: Short listed candidates will be required to make a presentation to the interview panel and undergo a test.

**POST 08/03**

: **DEPUTY DIRECTOR: WHOLE SCHOOL EVALUATION (WSE) RE NO: DBE/26/2021**  
Directorate: Educator Performance Management and Development and Whole School Evaluation

**SALARY  
CENTRE  
REQUIREMENTS**

: R869 007 per annum (All-inclusive remuneration package)  
: Pretoria  
: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA, A post graduate degree will serve as an advantage; At least 4 years overall experience as an educator supported by 4 years' experience at a supervisory/ middle management level; Extensive knowledge of the General Education and Training (GET) and Further Education and Training (FET) curriculum; Knowledge and understanding of school evaluation, performance management and accountability systems; Experience in project management, supervision and managing a budget in line with strategic plans; Knowledge of and insight into relevant education policies and legislations as well as CAPs; A thorough working knowledge of the national WSE policy; Ability to conduct and report on classroom observations; Strong verbal and written communication skills; Good computer skills (Microsoft Office Programmes such as Word, Excel and Power point); Report writing and presentation skills; Excellent people skills; Knowledge of

research methods; Ability to keep up with a changing education environment for the 21<sup>st</sup> century; Capacity to work without supervision and be able to meet targets and deadlines; Willingness to work extensive hours and be prepared to travel; Have a passion for making a positive contribution in the South African education sector and a valid driver's license.

**DUTIES**

: The successful will plan and coordinate meetings and training of provincial WSE supervisory teams and district officials; Develop training materials and instruments for internal and external school evaluations; Monitor and report on the quality and effectiveness of school evaluations; Analyse reports on lesson observations; Monitor WSE post-evaluation activities; Monitor the development and implementation of School Improvement Plans in order to address areas of underperformance; Effectively use reliable and valid data for school improvement Support systemic evaluation processes; Create a repository of school evaluation reports for system wide consumption and work collaboratively to establish partnerships with stakeholders in the sector to strengthen accountability and promote school improvement.

**ENQUIRIES**

: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

**NOTE**

: Short listed candidates may be required to make a presentation to the interview panel and undergo a test.

**POST 08/04**

: **EPUTY DIRECTOR: MATHEMATICS, SCIENCE AND TECHNOLOGY REF NO: DBE/27/2021**

Branch: Delivery and Support

Chief Directorate: Curriculum and Quality Enhancement Programmes

Directorate: MST and Curriculum Innovation and E-Learning

**SALARY**

: R869 007 per annum (All- Inclusive remuneration package)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: An appropriate recognised National Diploma/Bachelor's degree or equivalent qualification as recognised by SAQA (NQF level 6) in Mathematics, Science or Technology Education, coupled with four (4) years relevant experience at supervisory/middle managerial field' in the Basic Education sector. Knowledge of the key challenges and their mitigating strategies aimed at improving learner performance and participation in MST subjects. In-depth knowledge of Curriculum Development processes. The ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of MST interventions. Demonstrable experience in the development and implementation of policies as well as monitoring of the implementation at a National level. Knowledge and experience in the processes leading to the adoption of new MST related subject offerings. A thorough understanding of and experience in all processes involved in project management. Management of Special Interventions and Support Programmes to provinces, districts, and schools. Ability to develop, update and implement the MST strategy with an excellent working knowledge of Government prescripts, monitoring, evaluation and reporting systems and processes. Excellent planning and organising skills, coupled with a proven ability to manage public-private partnerships with the DBE. Advanced computer applications skills and extensive experience in working with data heavy, statistical analysis of performance data. Good interpersonal relations and the ability to handle pressure and work independently under minimal supervision. A valid driver's license.

**DUTIES**

: The successful candidate will be expected to manage and oversee Special Interventions and Support Programmes to provinces, district and schools. Curriculum Implementation, Monitoring and Support for MST and intra-and inter-sectoral collaborations Provide professional support to provinces/district/circuit/schools in curriculum implementation. Support the implementation of the Directorate's Operational Plan and effectively manage the Directorate's predetermined deliverables. Provide close support to Departmental Internal Control Measures and findings and implementation of recommendations of Internal Audit and Auditor-General directives. Track learner performance to inform quarterly interventions and measure the impact of monitoring and support provided to schools on learning outcomes. Measure the impact on learner outcomes of teacher development and learner-centric interventions. Monitor and support the implementation of MST Programmes and coordinate the implementation of the

MST sector trilateral framework with DBE, DHET and DST. Implementation, management, oversight and impact evaluation of International, Private Sector, Non-Governmental Organisation and Provincial Education Department Cooperation Agreements.

**ENQUIRIES** : Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297  
**NOTE** : All Shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

**POST 08/05** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM AND SKILLS DEVELOPMENT REF NO: DBE/28/2021**  
Branch: Teacher, Education Human Resource and Institutional Development  
Chief Directorate: Education Human Resource Management  
Directorate: Educator Performance Management and Development and Whole School Evaluation

**SALARY** : R470 040.per annum (Level 10)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in the field of education. At least three (3) years proven experience in the operations of employee performance management and skills development in the Basic Education Sector; Knowledge and understanding of educator appraisal performance management systems; Insight into relevant education policies and ELRC Collective Agreements as well as Skills Development legislation and policies; Strong verbal, presentation and written communication skills; Research and report - writing skills; Good computer skills (Microsoft Office Programs such as Word, Excel and PowerPoint); Willingness to work extensive hours and travel; Ability to pay attention to detail and work well within a team environment and a valid driver's license.

**DUTIES** : The successful candidate will liaise with and guide provincial officials on the efficient and effective implementation of the Performance Management and Development System of office-based educators and Skills Development processes within provinces; Design instruments and develop a database for monitoring and reporting; Engage in capacity development of performance management officials and skills development facilitators; Assist in setting up systems for receiving reports and data from provinces; Collate, analyse and compile progress reports as well as minutes of engagements with stakeholders; Undertake monitoring and oversight visits to provinces as required; Work collaboratively to establish partnerships with stakeholders in the sector to strengthen educator development and accountability.

**ENQUIRIES** : Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsama Tel No: (012) 357 3321  
**NOTE** : Short listed candidates may be required to make a presentation to the interview panel and undergo a test.

**POST 08/06** : **ASSISTANT DIRECTOR: BUDGETS AND CASH FLOW REF NO: DBE/29/2021**  
Branch: Finance and Administration  
Chief Directorate: Financial Management Services  
Directorate: Financial Services

**SALARY** : R470 040 per annum  
**CENTRE** : Pretoria Department of Basic Education (Pretoria)  
**REQUIREMENTS** : A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA with Accounting as a subject. At least Three (3) years experience in Government's budget process; Knowledge of the Public Finance Management Act, 1999 (Act1 of 1999) (PFMA) and Treasury Regulations; Knowledge of the Basic Accounting System (BAS); Knowledge of the MTEF, ENE AENE and Cash Flow Management. Good interpersonal and communication skills (verbal and written) and computer skills; Ability to work beyond normal working hours; Ability to work well under pressure with strict deadlines will be advantageous.

**DUTIES** : The successful candidate will be responsible for handling documents and information with strict confidentiality; Managing and submitting the monthly cash flow statement to the Minister and Management; Coordinating and managing the various budget processes i.e. Adjusted Estimates, Estimates of National

Expenditure and Medium Term Expenditure Framework; Requesting inputs and consolidation thereof and supporting Departmental officials in the costing of their business plans; Managing expenditure control for the Department; Managing the compilation and submission of the IYM to National Treasury on a monthly basis; Responding to finance-related Parliamentary questions and prepare presentation to SCOPA, when required; Providing Training to stakeholders on budget process; Capturing the budget on the Basic Accounting System, liaising with National Treasury on budget matters, ensuring that the requirements of the Public Finance Management act and Treasury Regulations as well as departmental financial policies, and procedures are adhered to.

**ENQUIRIES  
NOTE**

: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297  
: Shortlisted candidates may be required to undergo a test and will be subjected to a security clearance.

**POST 08/07**

: **SENIOR ADMINISTRATION OFFICER: SYSTEMS SUPPORT SPECIALIST  
(EMIS) REF NO: DBE/30/2021**  
Branch: Business Intelligence  
Chief Directorate: Information and Management Systems  
Directorate: Education Management Information Systems (EMIS)

**SALARY  
CENTRE  
REQUIREMENTS**

: R316 791 per annum (Level 08)  
: Pretoria  
: Applicant must be in possession of a senior certificate; A degree in Computer Science or equivalent qualification in software development and/or systems testing qualification will be an added advantage. A Two (2) years extensive experience in Microsoft Development Environment ( VB.net , VB6, ADO, CHM, MS Access, and SQL ) ;Advanced knowledge of Microsoft Office products – Word, Excel, Outlook, PowerPoint; Network knowledge is an advantage; White and Black box testing experience at the unit, integration and system levels is an advantage; Experience in ad hoc application development; Good Interpersonal, Communication and Writing skills are required; Extensive knowledge of SA-SAMS and SA-SAMS system support; Ability to multitask and meet deadlines in a fast-paced start-up environment; Paying attention to details, Initiative and strong problem-solving skills are critical; Ability to work as a team player with minimal guidance and a valid Code 8 driver's license.

**DUTIES**

: The successful candidate will be required to provide end-user application support via phone, email and remote access utilities (Team Viewer, Microsoft remote Access etc) as well as off site; Troubleshoot issues reported by clients, fixing of corrupted databases and provide solutions as well as providing user support on network implementation at schools; Participate in testing new releases of SA-SAMS and internal software; Develop utility programs to test, track and verify defect, correct and improve quality in software programs; Monitor program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation; Test implementations/integrations with third party platforms and conduct compatibility tests; Develop adhoc applications; Write monthly reports on the status and progress on the support, testing and ad hoc development; Develop training materials and online materials for SA-SAMS; Provide software application training using a variety of delivery methods including web-based and on-site training; Maintain SA-SAMS information on Thutong Website and Provide support to the Director and directorate as reasonably requested.

**ENQUIRIES  
NOTE**

: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297  
: Shortlisted candidates may be required to undergo a test and will be subjected to a security clearance.



## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 19 March 2021 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver s license). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s).

## OTHER POSTS

- POST 08/08** : **ANALYST REF NO: OMD/04/21/01**
- SALARY** : R869 007 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Office of the Military Ombud, Pretoria.
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or National Diploma. Legal experience and experience in complaints handling and investigation would be an added advantage. Minimum experience of 5 years' complaints handling, investigation/audit/Labour Law experience at management level equivalent to level 10 or 11 in the Public Service. Special requirements (Skills needed): Investigation,

|                            |   |  |
|----------------------------|---|--|
|                            |   | interviewing skills, language proficiency, computer skills, analytical and interpretation skills, networking and communication skills, conceptual thinking and planning skills, organizing skills, the ability to foster. Good interpersonal relationships, conflict resolution, analytical thinking, decision making, project management, presentation and facilitation skills, leadership skills, negotiation, conciliation and mediation skills.  |
| <b><u>DUTIES</u></b>       | : | Investigation of Complaints. Formulation of findings and recommendation. Referral of complaints. Writing of submissions/reports to finalise complaints. Regular reporting and accounting on personal performance. Providing inputs to Investigations and Procedures. Input on Policies and Procedures. The incumbent may from time to time be required to supervise Intake Officers.   |
| <b><u>APPLICATIONS</u></b> | : | Department of Defence, Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr B.C. Radebe Tel No: (012) 676-3842/41   |
| <b><u>POST 08/09</u></b>   | : | <b><u>ASSISTANT DIRECTOR PERFORMANCE MONITORING AND EVALUATION</u></b><br><b><u>REF NO: DPSPD/03/21/01</u></b><br>Defence Policy, Strategy & Planning Division<br>Chief Directorate: Strategic Management<br>(Departmental Performance Monitoring and Evaluation Directorate)<br>Defence Headquarters  |
| <b><u>SALARY</u></b>       | : | R470 040 per annum (Level 10)  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | A Diploma/Advanced Certificate Bachelor's Degree/Advanced Diploma NQF Level 6/7. Minimum of 5 years' service in the DOD/Public Service or 5 years' relevant experience at rank level 8 or equivalent, in a role relating to strategic planning, monitoring and evaluation. An understanding of National Government policy priorities, goals and outcomes. Knowledge of Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, Department of Planning Monitoring & Evaluation and National Treasury Guidelines and Circulars, prescripts and relevant legislation. Special requirements (Skills needed): Good research, writing skills, an analytical, communication and report writing. Understanding and interpretation of relevant regulatory frameworks, Acts, Regulations and Policies. Sound understanding of Government planning framework, risk management, and monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel and MS PowerPoint. Astute programme and project management skills. Must be able to function under pressure and against deadlines. Experience in dealing with planning or strategic issues at least at Divisional level (level 2) or corporate level in the Public Service. Must be able to comply with the security clearance processes of the Department of Defence. Numeracy, innovative individual and thorough to details. Team working, interpersonal relations, analytical, report writing, planning and coordinating skills. Good organisational skills and the ability to deal with databases, presentations and financial matters will be an advantage. |
| <b><u>DUTIES</u></b>       | : | Monitoring and Evaluation Planning: Contribute to formulation of applicable performance monitoring and evaluation requirements. Research latest external and corporate documents / reports (ie. SONA, Budget Speech, National Treasury / DPME Guidelines) to provide inputs towards the updating policy, instructions and guidelines. Research new policy developments to provide inputs towards advising corporate level performance management. Provide inputs towards the development and maintenance of an organisation-wide monitoring and reporting framework in line with government-wide monitoring and evaluation systems. Provide inputs towards integrating developed monitoring and evaluation system with Departmental structures. Maintain the corporate database for plans and reports for the directorate. Implement/adhere to DPM&E Standard Operating Procedures. Provide inputs towards the review and updating of processes for information collection. Maintain systems and standards for assessing performance. Provide inputs towards the development of adaptive templates and formats for reporting. Monitoring and Evaluation Coordination: Compile draft DOD Quarterly Performance Report Instruction annually. Compile draft DOD Annual Report Instruction annually. Compile draft Annual Guidelines for non-financial performance reporting for incorporation in the Corporate DPBEC Instruction. Participate in  |

meetings and engagements with stakeholders. Compile feedback on performance progress to internal and external stakeholders. Provide technical support to stakeholders during planning, workshops and seminars. Participate in co-ordination meetings with KPA facilitators. Monitoring and Evaluation Implementation: Collect, organise and analyse information using data collection and analysis tools. Provide inputs towards appropriateness and validity of performance information. Provide inputs towards the monitoring of activities, outputs and outcomes as per operational plans. Provide inputs towards the analysis of DOD programmes and sub-programmes performance trends. Compile performance review conclusions as per evaluation reports. Provide inputs towards the consolidation of emerging performance factors affecting achievement of organisational objectives. Provide feedback on effectiveness of monitoring systems. Verify performance results. Perform quality control over data. Monitor compliance with reporting guidelines. Provide inputs towards facilitating a theory of change and a results-based approach. Provide inputs towards the formulation of M&E recommendations for improving and enhancement of organisational performance. Keep record of performance trends in comparison to other monitoring outcomes from internal and external assurance providers. Monitoring and Evaluation Reporting: Compile draft Def Sec and DOD Quarterly Performance Reports as well as respective Annual Reports. Capture reports / performance information on PI Database and DPME eQPRS. Provide inputs into the following reports: the DOD Annual Report for tabling in Parliament, Mid-Year Monitoring and Evaluation Reports, Year-End Monitoring and Evaluation Report, DOD Mid-Term Performance Report as well as the DOD End-Term Performance Report. Compile Corporate DOD presentations to the Secretariat Council, DOD Audit Committee and PCD&MV on quarterly performance. Monitoring and Evaluation Information, Communication and Technology Management: Maintain monitoring and evaluation information systems or databases. Update information database with quarterly and annual performance information. Capture DOD quarterly/actual performance information on PI Database and DPME eQPRS. Ensure quality of information on database. Assist with the management of all technology relating to monitoring and evaluation implementation. Updating of all resources on the information library to ensure information is current and accessible. Execute administrative functions of the Directorate: Maintain monitoring and evaluation information systems or databases. Update information database with quarterly and annual performance information. Capture DOD quarterly / actual performance information on PI Database and DPME eQPRS. Ensure quality of information on database. Assist with the management of all technology relating to monitoring and evaluation implementation. Updating of all resources on the information library to ensure information is current and accessible. Provide inputs to strategic, operational planning and related budget of the Directorate. Implement internal control framework for the Directorate. Provide administrative support (HR, Logistics, Procurement, Finance, etc) to the Directorate. Ensure the timely completion of Performance Agreements and Assessments and represent the Deputy Director at applicable meetings and forums.

**ENQUIRIES** : Ms C.E. van den Berg Tel No: (012) 355-5203  
**APPLICATIONS** : Department of Defence, Defence Policy, Strategy & Planning Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Department of Defence, Defence Policy, Strategy & Planning Division, C/C Nossob and Boeing Street, Erasmuskloof (Armcor Building) Pretoria 0001.

**NOTE** : All shortlisted candidates will be subjected to a technical competency exercise with the intention to test relevant technical elements of the post.

**POST 08/10** : **ASSISTANT DIRECTOR REF NO: CFO 21/3/1**  
 Finance Management Division  
 Chief Directorate: Accounting  
 Directorate: Personnel Payments, Salaries

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus three year B Degree/National Diploma in Finance/Accounting. A minimum of three (3) years relevant working experience in the salaries environment, at a level of Senior State Accountant or

|  |  |
|--|--|
| <b><u>DUTIES</u></b>                     | : equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Ability to analyze and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Computer literate spreadsheets (MS Excel), word-processing (MS Word) and presentation packages (PowerPoint). Well-developed presentation skills, report writing skills. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analyzing ability. Possession of a valid driver's license/military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : :<br>: Mr. N.S. Makhani Tel No: (012) 392 2349<br>: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not Post number.   |
| <b><u>NOTE</u></b>                       | : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Coloured males and People with disability.  |
| <b><u>POST 08/11</u></b>                 | : <b><u>SENIOR STATE ACCOUNTANT REF NO: CFO 21/3/2</u></b><br>Finance Management Division<br>Chief Directorate: Budget Management<br>Directorate: Budget Management Office SAMHS, SA Military Health Services  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R316 791 per annum (Level 08)<br>: Pretoria<br>: Minimum requirements: Grade 12 certificate plus B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience in Budget management or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant Budget management experience. Practical exercise to demonstrate IC, Ms Office etc. Financial Management System (FMS) or other financial system. Information Centre qualified and able to draft complex programs in this regard. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or other financial system. Thorough knowledge of computer systems in the Department of Defence/Public sector/Private sector, including MS Word, Ms Office |

and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to task finalization. Must be in possession of valid RSA driver's license/Military drivers license and willing and able to travel as and when required. Minimum security clearance of confidential.

**DUTIES**

: Assisting with formulation and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 4 as well as preparing budgeting and expenditure control documentation. Assisting with the financial authority process. Preparing monthly early warning report for C Fin. Assisting with on site informal audit of Military Health Formation Budget Management Offices as to their compliance to prescripts. Participating in Expenditure Control Committee meetings. Assisting in the preparation of management reports for the client through development of information centre reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Participating in preliminary investigations in regard to potential irregularities and compiling of required reports for submitting to GOC and SAMHS BM. Managing of all personnel, assets and material resorting under control of this post.

**ENQUIRIES**

**APPLICATIONS**

: Mr A.P. Du Pisani Tel No: (012) 367-9075  
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception: Please use reference number not Post number)

**NOTE**

: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Coloured males and People with disability.

**POST 08/12**

: **SENIOR STATE ACCOUNTANT REF NO: CFO 21/3/3**  
Finance Management Division  
Directorate: Financial Control Services  
Sub-directorate: Compliance, Financial Misconduct

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R316 791 per annum (Level 08)  
: Pretoria  
: Minimum requirements: Grade 12 certificate plus a three year BCom/BCompt degree/National Diploma in Accounting/Finance with accounting and financial as major subjects and at least three years' experience in the financial control/compliance environment or Gr 12 Certificate with finance/accounting subjects and minimum of 7 years' working experience in a Financial Control/Compliance environment. Previous experience in the Supply Chain Management or audit environment will be an advantage. Well-developed verbal and written communication skills. Thorough knowledge of computer systems, specifically Ms Word, Excel and Power Point. Work experience with data base management will be an advantage. Mainframe computer literate, PERSOL/PERSAL and financial reporting and management systems. Ability to effectively and correctly interpret and apply policies and regulations. Analytical and innovative thinking ability and problem solving ability. Ability to compile and draft effective management reports. Loyal and strongly orientated towards teamwork with the ability to operate independently. Must be in possession of a valid drivers license. Willing and able to travel to other units, bases and sections outside Pretoria area at short notice. Minimum security clearance (Confidential).

**DUTIES**

: Maintain and manage the financial misconduct data base for the DOD. Compile monthly financial misconduct reports. Frequently inter-act with other stakeholders. Analyze and interpret financial misconduct incident reports and audit enquiries submitted to the section. Brief and give guidance to managers in seeking advice on the handling of financial misconduct incidents. Conduct presentations (lectures) on financial misconduct aspects. Assist with the maintenance of the financial misconduct policy. Supply information for the preparation of quarterly, annual and other related reports of the section. Supply a secretarial service to meetings held wrt financial misconduct.

**ENQUIRIES**

: Ms A. Nkomo Tel No: (012) 355 5830

- APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Coloured males and People with disability.
- POST 08/13** : **SENIOR STATE ACCOUNTANT REF NO: CFO 21/3/4**  
 Financial Management Division  
 Chief Directorate: Accounting  
 Directorate: Stores, Services & Related Payments  
 Sub-Directorate: Supplier Payments
- SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus a B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience. At least three years practical experience in supervisory capacity. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalization. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.
- DUTIES** : Ensuring timely payment of all invoices. Assisting in the management of all supplier payment documentation so as to ensure that it is correct according to prescripts, regulations and policy, prior to payment being effected. Preparation of supplier accounts/invoices by verifying payment documents for anomalies, verifying payments on the FMS and registering and coupling invoices for payment. Reporting, investigating and following-up of all finance-related irregularities. Compiling and submitting the prescribed management reports, information and statistics. Ensuring the safekeeping of all accounting and payment documentation, files and data for audit purposes in accordance with Treasury Regulations and the PFMA. Evaluating and maintaining the internal security measures at the section. Training, guiding and developing subordinate personnel. Budgeting and attending the Budget Control Committee. Facilitation of Staffing Boards, analyse and review documents for your manager/supervisor. Assisting in investigating, co-ordination and answering of audit queries. Managing of personnel and performance evaluation as required per prescripts, assets and material resorting under control of this post.
- ENQUIRIES** : Mr T.T. Nyuswa Tel No: (012) 392 2890/2892  
**APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. NOTE: Please use reference number not post number.
- NOTE** : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Coloured males and People with disability.

- POST 08/14** : **SENIOR STATE ACCOUNTANT (i.e HUMAN RESOURCE DEVELOPMENT PRACTITIONER) REF NO: CFO 21/3/5**  
 Financial Management Division  
 Chief Directorate: Financial Services  
 Directorate: Finance Support Service, Finance ETD
- SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Thaba Tshwane, Pretoria  
**REQUIREMENTS** : Minimum requirements: B degree or three year National Diploma in HR/HRD related field with a minimum of 3 years' experience in executing training and development functions or Gr 12 Certificate with a minimum of 7 years' experience in executing training and development functions. A valid drivers' license. Knowledge: Knowledge of SDA, PSA, SDLA, PFMA, LRA and EEA. Skills: Proven ETD related skills/training. Proven computer literacy. Excellent presentation and training skills. Personal attributes: Good interpersonal relationship. Ability to interpret and apply policies and regulations. Ability to work as an individual and in a team. Ability to work under pressure. Be willing to conduct training outside the Pretoria area if requested. Added advantage: Being a CIP trainer, assessor or moderator. Ability to draft and develop course content or a curriculum. Certificate in computer training (office packages). PERSAL/PERSOL certificate. General administrative skills. Supervisory skills.
- DUTIES** : To execute the prescribed education, training and development (ETD) functions within the Financial Management Division (FMD). To coordinate and facilitate internal training and development programmes, e.g enroll learners, conduct training, assessments, write report, etc. To administrate employees' attendance of training and development programmes, e.g communicate with roles players, arrange venues, etc. To execute administration duties relating to training programmes/courses, e.g developing lesson plans, study materials, reports, certificates, etc. To prepare and implement curricula, lesson plans, SOPs, evaluation documents, etc. To supervise employees attending courses at the Finance ETD Centre. To assist in preparation and implementation of training and development plans. To attend meetings on behalf of the ETD manager if/when requested. Act as a Fin ETD Manager as and when required. To execute assigned administration duties relating to training and development within the FMD.
- ENQUIRIES** : Ms M. Wehl Tel No: (012) 674 4626/ 4628/9  
**APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Coloured males and People with disability.
- POST 08/15** : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/3/6**  
 Financial Management Division  
 Directorate: Stores, and Services and Related Payments, Financial Accounting Service
- SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : (Limpopo) FASC Hoedspruit  
**REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus a B Degree or three (3) years National Diploma in finance/accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of three (3) years relevant experience. Knowledge: Thorough knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS), MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts.

Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. Added advantage: In possession of a valid RSA/Military driver's license.

**DUTIES** : Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follows up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

**ENQUIRIES** : Mr T.T. Nyuswa Tel No: (012) 392 2890  
**APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number).

**NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females and people with disability.

**POST 08/16** : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/3/7**  
Finance Management Division  
Chief Directorate: Financial Services  
Directorate: Financial Control Services  
Motor Accident Claims Section

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus three a year B Degree/National Diploma in Finance/Accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three (03) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidates must have sound reasoning, mathematical and problem solving skills as well as trustworthy, honest and loyal. Decisive and persevering iro task finalisation. Permanent RSA citizen, with no criminal record. Must be in the possession of a valid RSA/Military driver' license. Basic knowledge of financial/legal process and insurance claims. The successful candidate will be required to complete all relevant courses and must be willing to travel.

**DUTIES** : Assisting the Supervisor in receiving and registering letters of demand and/or summonses in terms of mobile as sets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain information, documents, statements, reports and statutes wrt the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups, experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update own knowledge of Government policies, regulations and prescripts relating to matters of litigation. Visit of units in Oudtshoorn, Bredasdorp, Cape Town,



Simons Town, Saldana, Langebaanweg. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

**ENQUIRIES APPLICATIONS** : Ms A. Nkomo Tel No: (012) 355 5830

: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

**NOTE** : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Coloured males and People with disability.

**CLOSING DATE** : 19 March 2021 16:00

**POST 08/17** : **PRINCIPLE PERSONNEL OFFICIAL: SUPERVISOR REF NO: D ACQ/19/20/01**  
Directorate Human Resource Acquisition

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Pretoria  
: A Minimum of Grade 12 (NQF Level 4). Relevant academic qualification will be an advantage. Three to five (3 - 5) years' experience in general Human Resources Management and/or recognised Human Resources courses. Special requirements (Skills needed): Knowledge and understanding of PSAP Staffing processes and procedures. Knowledge and insight in respect of HR legislation pertaining to PSAP appointments. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills, communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).

**DUTIES** : Check applications for completeness. Record all applications in a relevant register. Request and collect outstanding documents. Provide support in relation to staffing. Provide salary and personnel practice support service to all services. Create member force numbers on PERSOL system. Activate salaries for new employees. Draft appointment and departmental transfer letters. Liaise with external departments.

**ENQUIRIES APPLICATIONS** : Lt Col Z.W. Shabane/Maj N.C. Vuma Tel No: (012) 339 5397/5032  
: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001 or may be hand delivered at General Piet Joubert Building, 218 Visagie Street, Pretoria.

**POST 08/18** : **RECRUITMENT CLERK REF NO: D ACQ/19/20/02 (X3 POSTS)**  
Directorate Human Resource Acquisition

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Pretoria  
: Grade 12/NQF 4 or equivalent qualification with 1 – 3 years of relevant experience in Human Resource Management. Special requirements (Skills needed): Computer competency in Microsoft Office (Word, Excel, Power Point and Access). Knowledge and insight wrt Human Resource Legislation pertaining to recruitment. Knowledge of PERSOL. Reasoning ability. Problem solving ability. Managerial skills. Good interpersonal relationship skills. Ability to communicate verbally and in writing.

**DUTIES** : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader Public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

**ENQUIRIES APPLICATIONS** : Capt F.M. Malatji/Lt S.V.L. Mchunu Tel No: (012) 339 5440/5703/5742.  
: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001, may also be hand delivered at General Piet Joubert Building, 218 Visagie Street, Pretoria.

- POST 08/19** : **FINANCE CLERK REF NO: CFO 21/3/8**  
Financial Management Division, Directorate Finance Support Services, Sub-directorate Contract Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Pretoria  
: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Knowledge and application of the Public Finance Management Act (PFMA), Prescription Act, Treasury Regulations and Regulatory Framework relating to general contract administration/management. Computer literacy (MS Word, Excel and PowerPoint). Analytical thinking ability and problem solving skills. Communication skills (verbal and written). Ability to compile reports, letters, memoranda, minutes and statistics. Ability to work in team and independently. Trustworthy and reliable, with good interpersonal relations. Receptive to work-related suggestions /ideas and decisive/persevering in respect of task finalisation. Able to handle routine tasks of repetitive nature. Added advantage: Post matric qualification in Finance/Accounting/Law. A minimum of 1 year relevant experience. Being in a position of a valid RSA drivers' license and be able to obtain a Military license within a year.
- DUTIES** : Administering general office tasks. Receive, register and administer new studies and skills contracts. Scrutinise contracts to ensure compliance with applicable policy prescripts and regulations. Maintain internal contract register and filing system. Handle contract related queries. Draft letters, memoranda, signals, minutes and presentations. Assist in the execution and co-ordination of administrative tasks. Manage all equipment, resources, statistics, files and material resorting under the control of this post. Assist with asset scanning and counting. Assist with asset register when required.
- ENQUIRIES APPLICATIONS** : Mr. L.S. Khotle Tel No: (012) 392 2557  
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and people with disability.
- POST 08/20** : **FINANCE CLERK REF NO: CFO 21/3/9**  
Directorate: Stores, Services & Related Payments (DSSRP)  
Sub-Directorate: Cash Payments, Cash Payment Region 2
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Pretoria  
: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Ability of understanding, interpreting and correctly applying financial policy and prescripts. Basic Accounting skills and knowledge of contract management or State Tender Board regulations and supply chain management process. Must be computer literate and have knowledge of financial management mainframe computer systems, working knowledge of PERSOL/PERSAL as well as the Word Processing (MS Word) and Spread sheets (Excel) micro computer programs. Sound knowledge of the content of the Public Finance Management Act (PMFA) and Treasury Regulations will serve as a strong recommendation. Basic knowledge of the financial and accounting processes and core processes in the Department of Defence (DOD). Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Ability to effectively function as part of a team, receptive to work-related suggestion/idea, decisive/persevering iro task finalization and able to effectively function under pressure. Sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal, positive and creative. Permanent RSA citizen with no criminal record. The successful candidate will be required to complete all relevant courses. Added Advantage. Post matric

- qualification in Finance/accounting. A minimum of one year relevant experience. Being in possession of a valid RSA vehicle driver's license.
- DUTIES** : Timely processing of documents for payment. Verification of cash purchase and sundry transactions in accordance with policy prescripts. Drawing of Accountant and Sub-Accountant Approval Schedules. Compilation of Journal transactions, capturing it and verifying it on the Financial Management System (FMS). Performing enquiries on the Central Advance System (CAS). Assisting with the administration of replenishments of Sub Advance Accounts (SAA's) on a daily basis. Assist in compiling accounting reports/statistics. Payment of foreign S & T advances via foreign currency service provider. Administration of payments with regard to local air and bus tickets. Answering of queries concerning accounting aspects with regard to Main Advance Accounts (MAAs) and Sub Advance Account (SAAs). Obtain and provide relative feedback to involved role players. Assisting with general administrative functions and archiving, filing, and safe keeping of all accounting documentation.
- ENQUIRIES APPLICATIONS** : Ms D.D. Nchabeleng Tel No: (012) 392 2916  
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and people with disability.
- POST 08/21** : **FINANCE CLERK REF NO: CFO 21/3/10**  
Finance Management Division  
Directorate: Stores, Services and Related Payments  
Sub Directorate: Medical Payments
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Pretoria.  
: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate in MS Word and Excel. Proven ability in understanding, interpret and correctly applying of financial policy and prescripts. Basic knowledge of Financial and Accounting processes. Knowledge of medical accounts management, sound knowledge of the Public Finance Management Act and Treasury Regulations. Orientated towards teamwork and able to effectively communicate with other personnel, medical practitioners, South African National Defence Force (SANDF) members and Public Service Act Personnel (PSAP). Receptive to work related suggestions and ideas and persevering in terms of task finalisation. Hard working, loyal and dedicated. Added Advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience.
- DUTIES** : Timely payment of medical invoices. Utilising the Finance Management System (FMS) to correctly process payment. Ensure that the medical practitioner has a supplier code. Ensure that the account/invoice has not been paid before. Register medical accounts/invoices. Answer enquiries regarding payment of medical accounts/invoices. Do enquiries on PERSOL regarding the medical details of SANDF members. Prepare accounts for payment. Strictly and correctly apply all policy prescripts and regulations regarding the payment of medical accounts. Assist in general office administration, filing, duplicating of documents, collecting and delivering documentation.
- ENQUIRIES APPLICATIONS** : Mr Giqwa Tel No: (012) 392 2823  
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White

males, Indian males, Indian females, Coloured females, Coloured males and people with disability.

**POST 08/22** : **FINANCE CLERK REF NO: CFO 21/3/11**  
Financial Management Division  
Chief Directorate: Budget Management Chief Corporate Staff. C Log Financial Management Office

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Pretoria

: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate and skilled in MS Word, Excel and Power Point. Knowledge of budget, expenditure control processes and the related programs on the Financial Management Systems (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft complex programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present reports. RSA/ Military Valid driver's license. Willing and able to travel on short notice when required. Team –work, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions or ideas and decisive/ persevering regarding task finalisation. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience.

**DUTIES** : Keeping roll –call Register up to date. Recording of documents received and the distribution of documents to Sub-Divisions falling under Corporate Staff Budget Manager. Assist in the capturing of budget and expenditure control reports as well as capturing of Financial Authorities (FA) in the system. Answer office telephones. Assist in the preparation of budget management reports for the client. Recording of all assets for all finance officials under CCSFMO.

**ENQUIRIES APPLICATIONS** : Mr W.J. Botha Tel No: (012) 402 2758  
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

**NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and people with disability.

**POST 08/23** : **FINANCE CLERK REF NO: CFO 21/3/12 (X3 POSTS)**  
Finance Management Division  
Chief Directorate: Accounting  
Directorate: Personnel Payments (S & T sub-section)

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Pretoria

: Minimum requirements: Grade 12 Certificate with Finance/Accounting related subjects. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word and Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience in the relevant field. A valid RSA/Military driver's license.

**DUTIES**

: Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

**ENQUIRIES**

: Ms T. Tshioma Tel No: (012) 392 2245

**APPLICATIONS**

: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

**NOTE**

: Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and people with disability.

## 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.*

- CLOSING DATE** : 23 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)
- ERRATUM:** Department Of Environment Forestry And Fisheries: Kindly note that the following posts advertised in the Public Service Vacancy Circular 07 dated 26 February 2021, reference numbers have been amended as follows; Senior Labour Relations Practitioner (Ref No: CMS10/2021); Office Administrator (CMS13/2021); Deputy Director: Administration and Coordination Support (Ref No: CMS11/2021); Senior HR Recruitment and Service Benefits (Ref No: CMS14/2021). Reference numbers of the above posts have been amended as above. Apologies for the inconvenience this may have caused.

## OTHER POSTS

- POST 08/24** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/6/44**
- SALARY** : R869 007 per annum (All inclusive)
- CENTRE** : Labour Centre: Giyani
- REQUIREMENTS** : Three-year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2)

years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers License. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.

**DUTIES** : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

**ENQUIRIES** : Ms TE Maluleke Tel No: (015) 290 1768  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700  
**FOR ATTENTION** : Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700. Email: [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za)

**POST 08/25** : **DEPUTY DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR 4/4/1/37**

**SALARY** : R869 007 per annum (All inclusive)  
**CENTRE** : Provincial Office: East London  
**REQUIREMENTS** : Three (3) years tertiary qualification in Social Sciences/Economics/ Statistics. Two (2) years management experience. Three (3) years functional experience in Labour market analysis data processing and research field. A drivers license. Knowledge: Research processes, Project management, Labour economics, Statistics software applications, Labour Legislation, PFMAC, Batho Pele Principles. Skills: Report writing, Communication, Stakeholder relations, Presentation, Leadership, Project Management, Statistics analysis.

**DUTIES** : Provide performance Information Management Services. To monitor and evaluate the impact of legislation through research. Provide a data and information service. Manage all resources of the Sub-Directorate.

**ENQUIRIES** : Ms N Douw-Jack Tel No: (043) 701 3128  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201Or hands deliver at No. 3 Hill Street, East London, 5201 Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resource Management, East London

**POST 08/26** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)**

**SALARY** : R376 596 per annum  
**CENTRE** : Provincial Office: Limpopo Ref No: HR 4/4/6/01  
Provincial Office: East London Ref No: HR 4/4/1/182  
**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Financial Management/ Supply Chain Management/Purchasing/Logistics/ Public Administration/Finance/Accounting/Economics/Internal Audit. Valid driver's license. Four (4) years' experience of which two (2) years must be at supervisory level and two (2) years functional experience in Supply Chain Management environment. Knowledge: Public Service Transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management, Verbal and written communication, Problem-solving, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organizing, Decision-Making, Project Management, Team Leadership, Managing Interpersonal Conflict, Impact and influence, Computer Literacy, Diversity Management, Networking and building bonds, Driving.

**DUTIES** : Manage demand of goods and services in the Province. Provide and monitor acquisition/procurement services in the Province. Manage logistics in the Province. Manage and monitor the assets in accordance with the relevant policy and

**ENQUIRIES**

procedure. Render and monitor contract administration support service and compliance. Manage all resources in the section.

: Ms TE Maluleke Tel No: (015) 290 1768

Mr SC Mshumpela Tel No: (043) 701 3029

**APPLICATIONS**

: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700. Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700. Email: [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za)

Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hands deliver at No. 3 Hill Street, East London, 5201 Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)

**FOR ATTENTION**

: Sub-directorate: Human Resource Management, East London



**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.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimotso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Mr Lethogonolo Tshose
- CLOSING DATE** : 19 March 2021
- NOTE** : 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 [www.gov.za/documents](http://www.gov.za/documents). 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 license 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.

**OTHER POSTS**

- POST 08/27** : **ENTERPRISE RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: 3/1/5-21/17**  
Term: Appointment will be made for a period of 3 years. The Chairperson may not serve more than two consecutive terms. This is not a full-time appointment. Risk management Committee has atleast four statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Committee or Accounting Officer.
- SALARY** : The appointed candidate will be remunerated in accordance with rates approved by National Treasury Enterprise Risk Management Committee Chairperson: In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serve as the Chairperson of the Department's Enterprise Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise Risk Management in fulfilling his/her mandate as required by the Public Finance Management Act.
- CENTRE** : Pretoria

- REQUIREMENTS** : A minimum of a Bachelor's Degree and a Post – Graduate Degree in Auditing, Risk Management, Financial Management, Information Technology, Corporate Governance, Compliance, Law, Strategic Planning and Performance Management, and Project Management with a minimum of 10 years management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served on Risk Management/Audit Committee. Experience in Enterprise Risk Management, Auditing, Financial Management, Information Technology, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Anti-Fraud and Corruption, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.
- DUTIES** : The successful candidate will be required to ensure that Risk Management Committee (RMC) functions properly, Advise management and the Accounting Officer on risk management at an organizational level, Represent the Department in respect of all Enterprise Risk Management –related matters as delegated by the accounting officer, Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department, Ensure that the department's risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk register, Advise on integration of enterprise risk management into planning, monitoring and reporting processes, Ensure effective and efficient implementation of BCM Policy and Plan, Ensure that there is proper co-ordination of the functions for all information involved in risk management mitigating strategies (e.g. Audit Committee), Advice on Ethics and Integrity processes including Information Technology processes, Assist in developing efficient and effective measures to prevent fraud by developing system with administrative and technical features, which makes the department less vulnerable to fraud, Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels, Provide Enterprise Risk Management Reports to the Accounting Officer and the Committee on a quarterly basis, Perform any other duties to the members of the Enterprise Risk Management Committee as specified in the terms of reference and, Report annually to the Executive Authority through the Audit and Enterprise Risk Committee, Take all reasonable steps to ensure the Committee fulfills its obligation and responsibilities, Calling and Chairing quarterly meetings and special meetings, Act as liaison between the Accounting Officer and Audit Committee, Maintain ethical and reasonable decision-making framework at Committee level and address any potential unethical or dishonest situation or potential conflict of interest brought to his/her attention and timely and efficient manner and Provide overall leadership to the committee without limiting the principles of collective responsibilities of committee decision.
- ENQUIRIES** : Ms Nomkhosi Peter Tel No: (012) 473 0339
- POST 08/28** : **ENTERPRISE RISK MANAGEMENT COMMITTEE ORDINARY MEMBERS REF NO: 3/1/5-21/18**  
 Term: Appointment will be made for a period of 3 years. The Committee ordinary member may not serve more than two consecutive terms. This is not a full-time appointment. Risk management Committee has atleast four statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Committee or Accounting Officer.
- SALARY** : The appointed candidate will be remunerated in accordance with rates approved by National Treasury
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum of a Bachelor's Degree and a Post – Graduate Degree in Auditing, Risk Management, Financial Management, Information Technology, Corporate Governance, Compliance, Law, Strategic Planning and Performance Management, and Project Management with a minimum of 10 years management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on

Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served on Risk Management/Audit Committee. Experience in Enterprise Risk Management, Auditing, Financial Management, Information Technology, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Anti-Fraud and Corruption, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.

**DUTIES**

: The successful candidate will be required to ensure that Enterprise Risk Management Committee (ERMC) functions properly, Advise management and the Accounting Officer on risk management at an organizational level, Represent the Department in respect of all Enterprise Risk Management –related matters as delegated by the accounting officer, Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department, Ensure that the department’s risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk register, Advise on integration of enterprise risk management into planning, monitoring and reporting processes, Ensure effective and efficient implementation of BCM Policy and Plan, Ensure that there is proper co-ordination of the functions for all information involved in risk management mitigating strategies (e.g. Audit Committee), Advice on Ethics and Integrity processes including Information Technology processes, Assist in developing efficient and effective measures to prevent fraud by developing system with administrative and technical features, which makes the department less vulnerable to fraud, Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels, Perform any other duties to the members of the Enterprise Risk Management Committee as specified in the terms of reference.

**ENQUIRIES**

: Ms Nomkhosi Peter Tel No: (012) 473 0339

## DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with the new Application for Employment form (new Z83), obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za), by the closing date to: E-mail: [Civicsrecruitment@dha.gov.za](mailto:Civicsrecruitment@dha.gov.za)
- CLOSING DATE** : 19 March 2021
- NOTE** : Applications must be sent to the correct email address specified at the bottom of each position, on or before the closing date; submitted on the Application for Employment Form (Z.83), obtainable at [www.gov.za](http://www.gov.za); accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA). Limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

## MANAGEMENT ECHELON

- POST 08/29** : **PROVINCIAL MANAGER: KWAZULU-NATAL REF NO: HRMC 03/21/01**  
(This is a re-advertisement, Candidates who previously applied may still re-apply if interested).
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. A service leader, highly skilled in operations management at senior level is needed for this role.
- CENTRE REQUIREMENTS** : Province: KwaZulu-Natal: Provincial Manager's Office - Pietermaritzburg.  
An undergraduate qualification at (NQF level 7) as recognized by SAQA A relevant post graduate qualification will be an added advantage 5 years' experience at a senior managerial level in a related field Pre-entry Certificate to Senior Management Services Knowledge of the Constitution of the Republic of South Africa, the Public Service Act and Public Service Regulations Basic knowledge of applicable Human Resource legislations and prescripts Knowledge and

understanding of the Public Finance Management Act In-depth knowledge and understanding of the Citizenship Act, Births, Marriages and Death Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act Knowledge and understanding of the Immigration Act and Regulations, the Refugee Act and Regulations Computer literacy A valid drivers' license, willingness to travel extensively and work extended hours is essential.

## **DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic advice and guidance to Civic and Immigration Services Front Offices in the Province Develop strategy for Civic and Immigration Services Responsible for strategic decision making and risk management regarding Civic and Immigration Services at Provincial level Monitor and report to the Deputy Director-General's Civic Services on the performance of the Province against the objectives of the DHA Strategic Plan Direct and enable the growth of the footprint at Regional Offices, District Offices, Permanent Service Points and Thusong centres Ensure provisioning of services and functions in accordance with all relevant legislation for Civic and Immigration Services Ensure effective management and implementation of Inspectorate and Permitting services and functions in compliance with the Immigration and Refugee Act Ensure the preparation, development and implementation of Civic and Immigration Services business and operational plans of the Province Interaction with Provincial and local government (i.e. Premier, Member of Executive Council (MEC's), Head of Departments (HOD's) and community based structures) Manage and implement strategic objectives and innovation Participate in the development of the strategy for the Department Ensure the development and implementation of business plans in conjunction with Head Office in order to meet the strategic objectives of the Department Responsible for strategic decision making and providing expert advice Ensure effective and efficient risk management within the Province in order to mitigate security and fraud risks Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the Unit Ensure effective monitoring and coordination of the Province so as to provide strategic advice and update the Minister and Departmental Heads regarding capacity requirements, demand trends and service delivery Develop strategy to address representation, service delivery requirements and global trends Develop and review policies, procedures and standard level agreements Manage and oversee the implementation of governance processes, frameworks and procedures Ensure compliance with legislation, regulations, DHA policies and procedures within the Province Participate in management and other government forums Manage and monitor quality, risk, standards and practices against prescribed frameworks Develop and oversee the implementation of written policies, standards, and guidelines Ensure adherence to department policies, processes and procedures Ensure effective governance and compliance within the Province Provide leadership and strategic direction within the Province in identifying policy gaps, determine policy goals and draft policy documents as needed Ensure good governance within the Province in line with the King Report and other related legislation Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Province Ensure compliance with all audit requirements within the Province Ensure the development of quality and risk management frameworks, standards and practices Draft and submit annual, monthly and weekly reports that are required or delegated by Ministry, DG, DDG or other Business Units Ensure the implementation of effective risk and compliance management practices Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery Establish and manage relationships with all relevant stakeholders Liaise with internal and external stakeholders on strategic issues and challenges that emanates Build partnerships

with various internal and external stakeholders in order to enforce compliance  
Ensure that various stakeholders enquiries or complaints are directed to relevant  
officials for resolution Coordinate, support and track the resolution of various  
stakeholder enquiries or complaints Manage Resources (Human, Financial and  
Physical) within the Province Report on the performance of the unit against  
operational plan, business requirements and targets Develop the business plan for  
the Province and ensure effective prioritisation and resource planning Agree on the  
training and development needs Implement effective talent management  
processes within the Province (attraction, retention, development) Manage the  
implementation of compliant performance management Ensure that employees are  
equipped with the required skills and resources to perform optimally Manage  
compliance of the Province against finance, asset management, supply chain and  
procurement regulations and policy requirements Manage the financial resources  
of programmes and projects in charge of in accordance to the PFMA Identify and  
monitor financial risks in relation to the projects in the Province.

**ENQUIRIES**

: Mr LT Sigama Tel No: (012) 402 2167/66 or (012) 402 2214

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**

*The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.*

**CLOSING DATE** : 19 March 2021  
**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as copies of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan

**OTHER POSTS**

**POST 08/30** : **ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: Q9/2021/01**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant NQF 7 Bachelor's degree or equivalent qualification in Ethics, Risk Management or Social Sciences. Driver's license. 3 years' relevant experience at supervisory level in ethics management. Knowledge Requirements: Knowledge of whistle blowing legislation. Understanding of the safety and security environment. Skills and competencies: Strong leadership skills. Good communication skills. Conflict Management skills. Computer literacy. Language skills. Analytical skills.

**DUTIES** : To manage the ethics offices' function and maintain structural measures to promote an ethical climate within the department. Provide training on ethics and integrity and fraud prevention to IPID employees and maintain awareness and communication thereof. Maintain a register of fraud allegations and complaints to the ethics office and ensure reporting mechanisms are in place for unlawful and irregular conduct. Monitor and evaluate the effectiveness of the ethics management programme of the IPID.

**ENQUIRIES** : Ms M Mothoagae Tel No: (012) 399 0000  
**APPLICATIONS** : [ecruitment7@ipid.gov.za](mailto:ecruitment7@ipid.gov.za)  
**FOR ATTENTION** : Ms P Mereko Tel No: (012) 399 0000

**POST 08/31** : **FINANCE CLERK (SUPERVISOR) REF NO: Q9/2021/02**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria Office)

|  |   |   |
|--|---|---|
| <b><u>REQUIREMENTS</u></b>                                 | : | A grade 12 certificate or equivalent. 3-5 years' experience required. Skills and Competencies: Computer operating skills (accounting systems. Planning and organisation. Good verbal and written communication skills. Basic numeracy skills. Ability perform routine tasks. Knowledge requirements: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.)  |
| <b><u>DUTIES</u></b>                                       | : | Supervise and render financial accounting transactions: Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services: Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.) Supervise the filling of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service: Verify Information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. |
| <b><u>ENQUIRIES<br/>APPLICATIONS<br/>FOR ATTENTION</u></b> | : | Ms K Makabanyane Tel No: (012) 399 0156   |
|  | : | <a href="mailto:Recruitment4@ipid.gov.za">Recruitment4@ipid.gov.za</a>  |
|  | : | Ms P Mereko Tel No: (012) 399 0000  |
| <b><u>POST 08/32</u></b>                                   | : | <b><u>INTERNAL AUDIT PRACTITIONER REF NO: Q9/2021/03</u></b>  |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b>           | : | R257 508 per annum (Level 07)   |
|  | : | Pretoria  |
|  | : | An appropriate three year (NQF6) National Diploma in Internal Auditing. Three years full time experience in Internal Audit. A valid Drivers' license. Member of the Institute of Internal Auditors of South Africa (IIASA). Skills and Competencies: Interpersonal Skills. Good communication skills. Report writing skills. Analytical skills. Computer literacy. Planning skills. Conflict management and problem solving skills. Ability to work under pressure. Knowledge requirements: Knowledge of the Public Service. Knowledge of the Framework for Strategic Plans and Annual Performance Plans. Knowledge of the International Standards for the Professional Practice of Internal Auditing (ISPPIA). Knowledge of the Regulatory Framework of the Public Service, e.g PFMA. Public Service Regulations. National Treasury Regulations and other relevant prescripts. Understanding of Project Management Principles. Understanding of BAS, PERSAL and LOGIS Systems and any other analytical software.   |
| <b><u>DUTIES</u></b>                                       | : | Provide assistance and input in the development and review of the Internal Audit Plans. Policies and Procedures. Conduct audit projects and compile draft audit reports. Assist in coordination of Audit Committee activities, including the provision of Secretariat Services for Audit Committee meetings. Assist with the preparation draft Internal Audit performance reports for submission to the relevant stakeholders and forums. Supervise clerical staff.   |
| <b><u>ENQUIRIES<br/>APPLICATIONS<br/>FOR ATTENTION</u></b> | : | Mr E Sebaka Tel No: (012) 399 0086  |
|  | : | <a href="mailto:Recruitment3@ipid.gov.za">Recruitment3@ipid.gov.za</a>  |
|  | : | Ms P Mereko Tel No: (012) 399 0189  |
| <b><u>POST 08/33</u></b>                                   | : | <b><u>PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2021/04</u></b>  |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b>           | : | R208 584 per annum (Level 06)   |
|  | : | Western Cape (Bellville)  |
|  | : | A Secretarial Diploma or equivalent qualification. 3-5 years' experience in rendering support service to Senior Management. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette.   |



Compute skills. High level of reliability. Written communication skills, ability to do research and analyse documents and situation. Self-management and motivation. Basic knowledge on financial administration. Knowledge of relevant legislation. policies, prescript and procedures.

**DUTIES**

: Provide secretarial-receptionist support service to the manager. Performs advanced typing work. Receive telephone calls in an environment where in addition to the calls for the senior manager discretion is required to decide to whom the calls should be forwarded. Records the engagements of the senior manager. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of the documentation in the office of the manager in line with relevant legislation and policies. Response to enquiries received from internal and external stakeholders. Draft documents as required. Manage the leave register and telephone accounts for the manager. Handle procurement of standard items like stationery-refreshments-etc for the activities of the manager and the unit. Prioritise issues in the office of the manager. Provide support to the manager regarding meetings. Collects and compile all necessary documents for the manager to inform him/her on the contents. Record minutes' decisions and communicate to relevant role players. Follow up on progress made. Studies the relevant public service and departmental prescripts, policies procedures and other documents and ensure that the application thereof is understood properly. Remains abreast with the procedures and processed that apply in the office of the manager. Remains up to date with regards to the prescripts-policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

**ENQUIRIES**  
**APPLICATIONS**  
**FOR ATTENTION**

: Mr GJ Trussell Tel No: (021) 941 4800  
: [Recruitment2@ipid.gov.za](mailto:Recruitment2@ipid.gov.za)  
: Ms N Matintela Tel No: 021 941 4800

**POST 08/34**

: **TRANSPORT CLERK: AUXILIARY SERVICES REF NO: Q9/2021/05**

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

: R173 703per annum (Level 05)  
: Pretoria  
: Relevant 3-year National Diploma in Transport Operation and Logistics on NQF level 6 as recognised by SAQA. 3-5 years' relevant experience in the administration of departmental transport. A Valid driver's license and the ability to drive. Skills and competencies: Good interpersonal skills. Accuracy, ability to work under pressure and prepared to work irregular hours. Ability to conduct financial analysis, prepare reports and financial proposals related to the Department's strategic and operational plans. Advanced Excel and general computer skills. Analytical skills and attention to detail. Problem solving skills. Knowledge requirements: Thorough knowledge of the PFMA, Public Service Act and Regulations, Road Transportation Regulation Act, Management Act, Transport Circular No 4 of 2000, Treasury Regulations, National Road Traffic Act, 93 1996. Knowledge of transport related policies guiding the use of departmental vehicles and Subsidized Motor Transport. Knowledge of the ELS System will be an added advantage Understanding of BAS, PERSAL and LOGIS Systems and any other analytical software.

**DUTIES**

: Receive and verify trip authorities. Open trips, issue vehicles and close trip authorities. Issue and receive vehicles, keys, logbooks, petrol cards and ensure safekeeping thereof. Inspect departmental vehicles at National Office on issuing and receiving. Ensure that vehicles at National Office are kept in good condition and serviced regularly. Ensure that vehicles at National Office are regularly washed and kept clean. Responsible for stalling authorities and keeping registers thereof. Submit weekly reports for departmental vehicles usage at National Office. Verify log sheets for Provincial Offices. Compile transport documentation roster and fleet management roster and submit to the supervisor. Order vehicles when the need arises. Ensure the renewal and acquiring of new license disks for the departmental vehicles and petrol cards.

**ENQUIRIES**  
**APPLICATIONS**  
**FOR ATTENTION**

: Mr L Matshele Tel No: (012) 399 0062  
: [Recruitment1@ipid.gov.za](mailto:Recruitment1@ipid.gov.za)  
: Ms P Mereko Tel No: (012) 399 0189

**POST 08/35** : **ADMINISTRATION CLERK REF NO: Q9/2021/06**

**SALARY** : R173 703 per annum (Level 05)

**CENTRE** : Eastern Cape (East London)

**REQUIREMENTS** : A grade 12 certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics Knowledge and understanding of the legislative framework governing the Public Service Knowledge of working procedures in terms of the working environment Skills and competencies: Good verbal and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning and organizing

**DUTIES** : Render general clerical support services: Record, organize, store, capture and retrieve correspondence and date (line function) Update registers and statistics. Handle routine enquiries Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type letters and /or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Stock control of office stationery Keep and maintain the asset register of the component Provide personnel administration clerical support services within the component Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component

**ENQUIRIES** : Ms S Mpotsha Tel No: (043) 707 7200

**APPLICATIONS** : [Recruitment11@ipid.gov.za](mailto:Recruitment11@ipid.gov.za)

**FOR ATTENTION** : Ms N Mtyida Tel No: (043) 707 7200

**WORK INTEGRATED LEARNING: GRADUATE INTERNSHIP AND TVET LEARNERS PLACEMENT PROGRAMME 2021/22**

**CLOSING DATE** : 19 March 2021

**NOTE** : The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University and Technical Vocational Education and Training (TVET) Colleges Graduates who have not been exposed to work experience related to their qualification. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, letter from TVET college stating the required work experience (only for TVET Graduates), ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made and be submitted through the e-mail addresses that are depicted under each post.

**OTHER POSTS**

**POST 08/36** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/07 (X1 POST)**  
(12 Months)

**STIPEND** : R5066 Monthly

**CENTRE** : Mpumalanga Provincial Office: Nelspruit

**REQUIREMENTS** : Qualification: National Diploma in Policing / Bachelor of Criminology

**APPLICATIONS** : E-Mail Address [Recruitment21@ipid.gov.za](mailto:Recruitment21@ipid.gov.za)

**ENQUIRIES** : Mr M Thihe Tel No: (012) 399 0185

**POST 08/37** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/08 X1 POST)**  
(12 Months)

**STIPEND** : R5066 Monthly

**CENTRE** : North West Provincial Office: Mahikeng

**REQUIREMENTS** : Qualification: National Diploma in Policing / Bachelor of Criminology

**APPLICATIONS** : E-Mail Address [Recruitment22@ipid.gov.za](mailto:Recruitment22@ipid.gov.za)

**ENQUIRIES** : Mr M Thipe Tel No: (012) 399 0185

**POST 08/38** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/09 (X1 POST)**  
(12 Months)

**STIPEND** : R5066 Monthly  
**CENTRE** : National Office, Legal Services  
**REQUIREMENTS** : Qualification: Bachelor of Laws  
**APPLICATIONS** : E-Mail Address [Recruitment25@ipid.gov.za](mailto:Recruitment25@ipid.gov.za)  
**ENQUIRIES** : Mr M Thipe Tel No: (012) 399 0185

**POST 08/39** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/10 (X2 POSTS)**  
(12 Months)

**SALARY** : R5066.Monthly  
**CENTRE** : National Office, HRM&DS  
**REQUIREMENTS** : Qualification: Bachelor Degree in Human Resource Management - NQF 7  
**APPLICATIONS** : E-Mail Address [Recruitment25@ipid.gov.za](mailto:Recruitment25@ipid.gov.za)  
**ENQUIRIES** : Mr M Thipe Tel No: (012) 399 0185

**POST 08/40** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/11 (X2 POSTS)**  
(12 Months)

**STIPEND** : R5066 Monthly  
**CENTRE** : National Office, Supply Chain Management  
**REQUIREMENTS** : Qualification: Bachelor in Supply Chain Management or Logistics – NQF 7  
**APPLICATIONS** : E-Mail Address [Recruitment25@ipid.gov.za](mailto:Recruitment25@ipid.gov.za)  
**ENQUIRIES** : Mr M Thipe Tel No: (012) 399 0185

**POST 08/41** : **GRADUATE INTERNSHIP PROGRAMME REF NO. Q9/2021/12 (X1 POST)**  
(12 Months)

**STIPEND** : R5066 Monthly  
**CENTRE** : National Office, Communication  
**REQUIREMENTS** : Qualification: National Diploma in Public Relations or Bachelor in Communication Science  
**APPLICATIONS** : E-Mail Address [Recruitment24@ipid.gov.za](mailto:Recruitment24@ipid.gov.za)  
**ENQUIRIES** : Mr M Thipe Tel No: (012) 399 0185

**POST 08/42** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/13 (X2 POSTS)**  
(12 Months)

**STIPEND** : R5066 Monthly  
**CENTRE** : National Office, Internal Audit  
**REQUIREMENTS** : Qualification: National Diploma in Internal Audit  
**APPLICATIONS** : E-Mail Address [Recruitment24@ipid.gov.za](mailto:Recruitment24@ipid.gov.za)  
**ENQUIRIES** : Mr M Thipe Tel No: (012) 399 0185

**POST 08/43** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/14 (X1 POST)**  
(12 Months)

**STIPEND** : R5066 Monthly  
**CENTRE** : National Office, Investigation and Information Management Services  
**REQUIREMENTS** : Qualification: Bachelor of Technology in Forensic Science  
**APPLICATIONS** : E-Mail Address [Recruitment24@ipid.gov.za](mailto:Recruitment24@ipid.gov.za)  
**ENQUIRIES** : Mr M Thipe Tel No: (012) 399 0185

**POST 08/44** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/15 (X1 POST)**  
(12 Months)

**STIPEND** : R5066 Monthly  
**CENTRE** : KwaZulu-Natal Provincial Office: Durban  
**REQUIREMENTS** : Qualification: Bachelor of Technology in Forensic Science

**APPLICATIONS ENQUIRIES** : E-Mail Address [Recruitment16@ipid.gov.za](mailto:Recruitment16@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/45** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/16 (X1 POST)**  
(12 Months)

**SALARY CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066.Monthly  
: Gauteng Provincial Office: Johannesburg  
: Qualification: Bachelor of Technology in Forensic Science  
: E-Mail Address [Recruitment14@ipid.gov.za](mailto:Recruitment14@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/46** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/17 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: Western Cape Provincial Office: Bellville  
: Qualification: Bachelor of Technology in Forensic Science  
: E-Mail Address [Recruitment15@ipid.gov.za](mailto:Recruitment15@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/47** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/18 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: Eastern Cape Provincial office: East London  
: Qualification: Bachelor of Technology in Forensic Science  
: E-Mail Address [Recruitment20@ipid.gov.za](mailto:Recruitment20@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/48** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/19 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: KwaZulu-Natal Provincial Office: Durban  
: Qualification: Bachelor of Laws  
: E-Mail Address [Recruitment16@ipid.gov.za](mailto:Recruitment16@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/49** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/20 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: Gauteng Provincial Office: Johannesburg  
: Qualification: Bachelor of Laws  
: E-mail address [Recruitment14@ipid.gov.za](mailto:Recruitment14@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/50** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/21 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: Western Cape Provincial Office: Bellville  
: Qualification: Bachelor of Laws  
: E-Mail Address [Recruitment15@ipid.gov.za](mailto:Recruitment15@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/51** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/22 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS** : R5066 Monthly  
: Eastern Cape Provincial office: East London  
: Qualification: Bachelor of Laws

**APPLICATIONS ENQUIRIES** : E-Mail Address [Recruitment20@ipid.gov.za](mailto:Recruitment20@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/52** : **GRADUATE INTERNSHIP PROGRAMME REF NO. Q9/2021/23 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: Western Cape Provincial Office: Bellville  
: Qualification: National Diploma in Policing / Bachelor of Criminology  
: E-Mail Address [Recruitment15@ipid.gov.za](mailto:Recruitment15@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/53** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/24 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: Gauteng Provincial Office: Johannesburg  
: Qualification: National Diploma in Policing / Bachelor of Criminology  
: E-Mail Address [Recruitment14@ipid.gov.za](mailto:Recruitment14@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/54** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/25 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: KwaZulu-Natal Provincial Office: Durban  
: Qualification: National Diploma in Policing / Bachelor of Criminology  
: E-Mail Address [Recruitment16@ipid.gov.za](mailto:Recruitment16@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/55** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/26 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: Limpopo Provincial Office: Polokwane  
: Qualification: National Diploma in Policing / Bachelor of Criminology  
: E-Mail Address [Recruitment17@ipid.gov.za](mailto:Recruitment17@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/56** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/27 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: Northern Cape Provincial Office: Kimberly  
: Qualification: National Diploma in Policing / Bachelor of Criminology  
: E-Mail Address [Recruitment18@ipid.gov.za](mailto:Recruitment18@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/57** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/28 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS APPLICATIONS ENQUIRIES** : R5066 Monthly  
: Free State Provincial Office: Bloemfontein  
: Qualification: National Diploma in Policing / Bachelor of Criminology  
: E-Mail Address [Recruitment19@ipid.gov.za](mailto:Recruitment19@ipid.gov.za)  
: Mr M Thipe Tel No: (012) 399 0185

**POST 08/58** : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/29 (X1 POST)**  
(12 Months)

**STIPEND CENTRE REQUIREMENTS** : R5066 Monthly  
: Eastern Cape Provincial Office: East London  
: Qualification: National Diploma in Policing / Bachelor of Criminology

**APPLICATIONS** : E-Mail Address [Recruitment20@ipid.gov.za](mailto:Recruitment20@ipid.gov.za)  
**ENQUIRIES** : MR M Thipe Tel No: (012) 399 0185

**POST 08/59** : **TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION) REF NO: Q9/2021/30 (X4 POSTS)**  
(18 Months)

**STIPEND** : R4000. Monthly  
**CENTRE** : National Office  
**REQUIREMENTS** : Qualification: N6: National Certificate in Public Management.  
**APPLICATIONS** : E-Mail Address [Recruitment25@ipid.gov.za](mailto:Recruitment25@ipid.gov.za)  
**ENQUIRIES** : Mr M Thipe Tel No: (012) 399 0185

**POST 08/60** : **TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION) REF NO: Q9/2021/31 (X1 POST)**  
(18 Months)

**STIPEND** : R4000. Monthly  
**CENTRE** : Eastern Cape Provincial Office: East London  
**REQUIREMENTS** : Qualification: N6: National Certificate in Public Management.  
**APPLICATIONS** : E-Mail Address [Recruitment20@ipid.gov.za](mailto:Recruitment20@ipid.gov.za)  
**ENQUIRIES** : Mr M Thipe Tel No: (012) 399 0185

## DEPARTMENT OF MILITARY VETERANS

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the e-mail address below each post.
- FOR ATTENTION** : Mr J. Olivier
- CLOSING DATE** : 19 March 2021 at 16h00
- NOTE** : Applications must be submitted on a Z83 Application form, obtainable from any public service department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); certified copies (maximum certification of 6 months) of all qualification(s) including a Senior Certificate/Matric Certificate and ID-document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Failure to submit all the requested documents will result in the application not being considered. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. According to the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days, requirements for appointment at Senior Management Services (SMS) should constitute the Pre-entry certificate endorsed by the National School of Government. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The cost of the Pre-entry Certificate will be for the account of the candidate. Successful candidates will be appointed on a probation period of twelve (12) months. The successful candidate shall be required to enter into a performance agreement within three (3) months of assuming her/his duties in the Department. The Appointment will only be made on the first notch of the advertised salary level. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and possible technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests.

## MANAGEMENT ECHELON

- POST 08/61** : **DEPUTY DIRECTOR-GENERAL: MILITARY VETERANS SOCIO-ECONOMIC SUPPORT REF NO: DMV2021/03-01**  
Re-advertisement: Candidates who previously applied are encouraged to re-apply
- SALARY** : R1 521 591 per annum (Level 15) (An all-inclusive remuneration package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration, Public Management or any other related qualification as recognized by SAQA. Certificate for entry into the Senior Management Service. Eight (8) to ten (10) years' experience at senior managerial level of which five (5) must be as a member of the SMS in the Public Service. Proven managerial and strategic leadership experience. An effective manager and leader with a proven track record of managing a complex portfolio and strategic tasks. Conversant with public service prescripts and the legislative framework

## DUTIES

governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the Public Finance Management Act, 1999. Problem solving and decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing military veterans in South Africa.

: Assume the ultimate responsibility and accountability for all the military veterans socio-economic support services. Oversee the development, management & maintenance of military veterans database, and the registration and deregistration of military veterans. Oversee and guide the development, implementation, monitoring and review of Military Veterans Beneficiary Support strategies, policies and plans. Oversee and ensure compliance with prescripts, norms and standards in the implementation policies, strategies, programs, and projects in relation to Military Veterans benefits. Oversee and guide the seamless transition of military veterans from active service to civilian service. Oversee and guide the process of the orientation of military veterans in reference to civilian life and its implications. Oversee and guide the eligibility, verification and registration of military veterans into the national military veterans database. Oversee and guide the development of a credible military veteran's database and maintenance thereof in order to ensure integrity and security of information. Provide advisory services to the Department on database and eligibility related matters for military veterans. Oversee and guide the undertaking of assessments and identify service delivery bottlenecks in the area of Military Veterans benefits and services and provide recommendations for the resolution of such. Oversee and guide the processing of military veterans complaints. Oversee and guide the undertaking of investigations into military veteran's complaints. Oversee and guide the internal review mechanisms related to the disbursement of military veterans benefits. Oversee and guide the process of resolving military veteran's disputes and the maintenance of records thereof. Manage the provision of support to military veterans in lodging complaints. Oversee and manage the provision of health care support services to military veterans. Oversee the development and implementation of policies and procedures that will guide the provision of health care and wellness support services to military veterans. Oversee and guide the undertaking of an intensive national health assessment in order to determine the disease profile of military veterans. Manage engagements, interactions and collaborations with government departments and private sector partners who have been identified to provide health care and other related support services to military veterans. Oversee and guide the compensation of military veterans who sustained disabling injuries, severe psychological and neuropsychiatric trauma and terminal diseases resulting from participation in military activities. Oversee and guide the development and implementation of curative and preventative treatment programs for military veterans. Oversee and guide the referrals of military veterans to external and internal service providers. Manage the implementation of programs and interventions that seek to look after the general wellbeing of military veterans. Oversee and guide programs that are meant to relief social distress of military veterans that are vulnerable. Oversee and guide the provision of treatment and counselling services to military veterans. Oversee and guide the process of ensuring that the unique needs of military veterans in relation to wellbeing and health care support services are provided for. Oversee and guide the assessment and identification of medically and psychologically related problems affecting military veterans and the development of appropriate interventions. Oversee the management of service provider networks. Manage the implementation of service level agreements with partners and identified service providers on benefits access for military veterans. Oversee and guide the establishment and management of service provider networks for primary, secondary and tertiary health care and wellness services for military veterans. Oversee and guide the establishment and management of partnerships with community based treatment centres, mobile clinics and emergency medical services. Establish and maintain good relations within the department, NGO's and all stakeholders / partners. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the department in various meetings with stakeholders and partners. Collaborate with the department of Defence regarding information on retiring military veterans.



Provide strategic guidance and leadership in the provision of comprehensive socio-economic support services to military veterans and their dependants, i.e, housing, pensions, public transport, education and social relief of distress. Manage the development and implementation of legislative framework, policies and procedures that will guide the provision of socio-economic support services to military veterans.

Provide strategic guidance and leadership in the process of ensuring that the unique socio-economic needs of military veterans are identified. Oversee the provision of support to military veterans on all relevant economic and socially related matters. Provide strategic leadership in the management of the branch and the department. Provide strategic guidance and leadership in the management of financial and human resources of the branch. Provide strategic guidance and leadership in the management of the department in general working in unison with the Director General, other Deputy Directors-General and the entire management collective.

**ENQUIRIES  
APPLICATIONS**

: Mr J. Olivier Tel No: (012) 765 9314  
: Email applications to: [DMV20210301@dmv.gov.za](mailto:DMV20210301@dmv.gov.za)

**POST 08/62**

: **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO:  
DMV2021/03-02**

**SALARY**

: R1 521 591 per annum (Level 15) (An all-inclusive remuneration package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE  
REQUIREMENTS**

: Pretoria  
: Undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration, Public Management/Sciences or equivalent qualification as recognized by SAQA. Certificate for entry into the Senior Management Service. Eight (8) to ten (10) years' experience at senior managerial level of which five (5) must be as a member of the SMS in the Public Service. Technical Competencies: Comprehensive knowledge of the Public Service Act and Public Service Regulations, Government Systems and Structures, Information Systems Operations, Management of Information Security Systems and Human Resource Management. Proven managerial and strategic leadership experience. An effective manager and leader with a proven track record of managing a complex portfolio and strategic tasks. Conversant with public service prescripts and the legislative framework governing public administration. Financial management as it relates to the role and functions of an Accounting Officer under the Public Finance Management Act, 1999. Problem solving and decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing military veterans in South Africa.

**DUTIES**

: Assume the ultimate responsibility and accountability for all the corporate support services functionalities. Provide guidance and leadership in provision of strategic planning, monitoring and evaluation processes. Oversee the development and implementation of policies and procedures that relate to strategic planning processes. Co-ordinate the research and development of a contemporary planning strategy, procedures and formats. Oversee the linking of departmental strategies, priorities, budget, operational plans etc. Manage the regular updating/reviewing/renewing and roll-out of strategic and business plans concurrent with departmental and service delivery objectives. Manage the facilitation of review sessions in context of department's commitments and priorities and oversee the undertaking of value for money audits to evaluate performance against pre-determined goals and objectives. Analyse monthly and quarterly performance reports and provision of feedback to the department. Manage the provision of information and communication technology (ICT) services and the development of policies and procedures to guide the usage and application of ICT tools as well as the allocation of appropriate post specific ICT tools to the departmental officials in line with appropriate control and safety of ICT assets and successful implementation of ICT projects and services. Manage the provision of legal administrative services and litigation processes; guide on the drafting and compilation of legal documents, i.e. tender documents, contracts, memoranda of understanding (MOU) and agreements together with the liaison and consultation with legal advisors and

experts. Guide and produce draft legislation and accompanying memoranda and the management of responses to legally based queries and complaints of service providers, Military Veterans and the public. Supervise the consultation and instruction of State Attorneys. Manage the provision of human resources management services and the development of policies and procedures to guide the human resources environment within the department including the management of employee relations and wellness support services and provision of organisational development and efficiency services. Oversee the provision of research and policy development, analysis and interpretation services. Direct the implementing of approved new, or reviewed policies and plans through consultation, education and capacity building support. Evaluate problem areas and take appropriate remedial action. Monitor implementation and review of policies at prescribed time intervals.

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

- : Mr J. Olivier Tel No: (012) 765 9314
- : Email applications to: [DMV20210302@dmv.gov.za](mailto:DMV20210302@dmv.gov.za)
- : The Department Of Military Veterans Is An Equal Opportunity Affirmative Action Employer. It Is the Department's Intention to Promote Representatively (Race, Gender and Disability) Through the Filling of This Post. Candidates Whose Appointment/Promotion/Transfer Will Promote Representativity Will Therefore Receive Preference.

## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply*



- APPLICATIONS** : **Land Claims Court (Durban)/ Labour and Labour Appeals Court Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Port Elizabeth/ Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x 13012, Cambridge, 5206, East London or hand deliver applications to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, 5242, East London.
- Free State:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein.
- Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver application to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018 or hand deliver applications to 30 Queen Victoria Street, Cape Town.
- CLOSING DATE** : 19 March 2021
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. [www.dpsa.gov.za/vacancies/](http://www.dpsa.gov.za/vacancies/) [www.judiciary.org.za](http://www.judiciary.org.za). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted. 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 all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

## OTHER POSTS

- POST 08/63** : **ADMINISTRATIVE OFFICER REF NO: 2021/26/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: Free State
- REQUIREMENTS** : An appropriate National Diploma/ Bachelor's Degree in Public Administration or equivalent qualification. A minimum of two (2) years' experience in Administration. Knowledge of the Public Finance Management Act (PFMA). Knowledge of the Human Resource Management. Understanding of the Departmental Accounting Systems (JDAS, BAS, JYP). Understanding of the Departmental Financial Instructions (DFI) and Departmental policies and procedures. Knowledge of Assets, Facility and Risk Management. A valid driver's license. Skills and Competencies: Computer literacy. Good communication skills (verbal and written). Ability to work independently and meet strict deadlines. Ability to attend to detail and ensure correctness of information. Ability to work under pressure. Driving skills. Problem solving skills. Facilities administration.
- DUTIES** : Manage and co-ordinate effective and efficient fleet services. Ensure proper infrastructure (facilities) management. Management of records and registry services. Manage human resource and other administrative support service as per OCJ policies.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 492 4573
- POST 08/64** : **ADMINISTRATION CLERK (LEGAL) (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: Mthatha Ref No: 2021/27/OCJ  
Northern Cape High Court: Kimberly Ref No: 2021/28/OCJ
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.
- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar and members of the public. Provide administrative support in general as requested by the Court Manager and Supervisor.
- ENQUIRIES** : Mthatha - Mr S Mponzo Tel No: (043) 726 5217  
Kimberley - Ms S Ruthven Tel No: (053) 807 2733
- POST 08/65** : **ADMINISTRATION CLERK (DCRS) REF NO: 2020/29/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Land Claims Court: Randburg (Official will be based in Durban)
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Zero (0) to two (2) years' experience will serve as an added advantage. Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Numerical skills. Attention to detail. Planning, Organizing and Control skills. Problem solving and decision making skills. Good interpersonal skills. Ability to work under pressure and meeting deadlines. Customer service orientated. Conflict management. Professionalism. Strong work ethics.
- DUTIES** : Test all digital systems. Ensure that the proceedings are recorded and are audible. Assist the Judges, Advocates, and Court officials by playing back any audio that is required. Maintain a record of all work recorded. Assist in filing and safekeeping of recorded cases. Ensure that all court recordings are uploaded immediately once the court adjourn. Offer assistance to the various division of the Land Claims Court.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404

- POST 08/66** : **REGISTRAR'S CLERK REF NO: 2020/30/OCJ (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court, Western Cape Division (Cape Town)
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's licence will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Excellent communication skills (written and verbal). Good interpersonal and Public Relation skills. Planning, Organizing and Control skills. Customer Service orientated. Ability to work under pressure and to solve problems. Professionalism.
- DUTIES** : Render Professional efficient and effective support services to the Court. Issuing of Court process at General Office. Render case management duties. Render counter service duties /functions. Prepare, analyse and submit Court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges Registrars and Legal Practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Ms M Baker/ Ms L Adams Tel No: (021) 469 4000
- POST 08/67** : **TYPIST REF NO: 2021/31/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : high court, Western Cape division (Cape Town)
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Office). Excellent communication skills (written and verbal). Good interpersonal and public relations skills. Professionalism Good problem solving skills. Numerical skills. Attention to details. Ability to work under pressure. Good timekeeping. Telephone etiquette. At least 2 years typing experience. Knowledge of the legal/ court environment.
- DUTIES** : Typing of the court roll, court order (in relation to both civil and crime), appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums good standing certificates. Right of appearance certificate and apostilles/authentication certificates. Relieve administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties.
- ENQUIRIES** : Ms M Baker/ Ms L Adams Tel No: (021) 469 4000
- POST 08/68** : **HANDYMAN REF NO: 2021/32/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeals Court Appeal
- REQUIREMENTS** : Grade twelve (12) or Abet level four (4). Qualification in plumbing, electrical or carpentry will be an added advantage. Skills and Competencies: Occupational Health and Safety Act, Knowledge On how to operate hand and power tools, knowledge of building infrastructure layouts. Computer literacy and basic software (Outlook, Excel and Word). Behavioural Competencies: Communication skills. Team participation. Reliability. Innovative.
- DUTIES** : Executive minor general building maintenance, attend to minor plumbing, electrical capacity and handyman. Conduct routine weekly and monthly inspections of the building. Report unauthorized movement of equipment. Report deliberate damage to property and assets.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404

**POST 08/69** : **USHER MESSENGER REF NO: 2021/33/OCJ**

**SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : High Court: Port Elizabeth

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. A valid driver's license will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and analysis. Time management. Client orientation and customer focus. Communication skills. Attention to detail. Good interpersonal skills.

**DUTIES** : Escorting of Judges' to the Court rooms. Rendering of administrative support functions to the Judges' and the Court room crew. Maintenance of Courtrooms' and court room records. Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist in general office when required.

**ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to [HR@dpme.gov.za](mailto:HR@dpme.gov.za) (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 19 March 2021 @ 16:30 pm
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)

The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive 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. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME 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). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 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. The DPME reserves the right to utilise practical exercises/tests 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 DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. 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 all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr 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-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be

downloaded on the website of the Department of Public Service & Administration (DPSA) at [www.dpsa.gov.za](http://www.dpsa.gov.za)

#### **OTHER POST**

**POST 08/70** : **ASSISTANT SPECIALIST: PLANNING ALIGNMENT REF NO: 005/2021**  
Chief Directorate: Planning Alignment

**SALARY** : R470 040 per annum (Level 10) plus benefits.  
**CENTRE** : Pretoria

**REQUIREMENTS** : A relevant 3-year tertiary qualification (NQF 6) in Public Administration, Office Management, Secretarial or equivalent with at least 5 years' experience of which 1 year must be at Supervisory Level. An NQF 7 qualification will serve as an added advantage. The following skills will serve as a recommendation: Report writing skills; desktop research skills; analytical skills. Knowledge and skills: Apply technical/professional skills; accept responsibility, work independently and produce good quality of work; must be a team player; flexible; reliable; innovative; have good verbal and written communication; must have good interpersonal relations; ability to manage projects (planning and execution); good leadership skills; ability to manage/control financial resources; and monitor financial expenditure. Must have knowledge of the Public Finance Management Act and Treasury Regulations as well as Public Service Act and Regulations.

**DUTIES** : The successful candidate will be responsible for providing administrative support to the Chief Directorate. This entails rendering of effective administrative support in the compilation of APP, Risk Management and Quarterly reports. Coordination of inputs for the Chief Directorate Strategic Plans, Annual Performance Plans, Risk Management and Quarterly reports and Annual reports. Setting up meetings for development of Strategic Plans, APP and Risk Management. Rendering of effective administrative support to the tasks/ outputs of the Chief Directorate: Planning Alignment. Provide administration support at Chief Directorate Meetings and Strategic Planning Sessions, to the stakeholder workshops Meetings, Consultation etc. Compile Accurate minutes for Chief Directorate Meetings. Rendering financial reporting services. Budget Monitoring and Reporting. Monitoring invoices and Payment. Rendering of effective human resources support: Ensuring timely submission of performance agreements, reviews and assessments of staff members of the Unit; ensuring that leave registers are completed in the unit.

**ENQUIRIES** : Ms T Masinge Tel No (012) 312 0461



## 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.*

**APPLICATION**

: **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

**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. Tihapane

**Nelspruit Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Nguyuzza

**Johannesburg Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau

**Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007,Umtata,5099. For Attention: Ms N Mzalisi

**Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X20605, 9300 or hand delivered, 18 President Brandt Street Bloemfontein 9300 For Attention: Mr D Manus

**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

**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**

: 19 March 2021 at 16H00

**NOTE**

: 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. NB: 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.

**ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 06 dated 19 February 2021 (1) Tradesman Aids, Pretoria workshop Ref No: 2021/49, centre Pretoria Regional Office, have been advertised with the incorrect salary level (02) R102 534 per annum and number of position (05 posts), the correct salary level and posts number are as follows: Salary level (03) R122 595 per annum and Position (X6 Posts) and following post was advertised in Public Service Vacancy Circular 05 dated 12 February 2021 (2) Administrative Officer: Disposal and Leasing Ref No: 2021/20 have been withdrawn.

### **MANAGEMENT ECHELON**

|                                   |   |   |
|-----------------------------------|---|---|
| <b><u>POST 08/71</u></b>          | : | <b><u>DIRECTOR: EPWP PROGRAMME MANAGER REF NO: 2021/51</u></b><br>This position is targeted for only women or people with disabilities  |
| <b><u>SALARY</u></b>              | : | R1 057 326 per annum, (All inclusive Salary Package): (total package to be structured in accordance with the rules of the Senior Management Service)  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Bloemfontein Regional office<br>An Undergraduate qualification (NQF level 7) in Social Studies or other related field; Certificate of entry into Senior Management Services. 5 years relevant experience on MMS/SMS level. Learning Fields: Economics; Social development; Public works programmes. Knowledge: Programme and project management; Appropriate labour intensive technologies; Government functioning; Engineering / construction industry; Civil engineering; Contracting; Design; SAQA / NQF framework; Political, social, environmental and economic context of the EPWP. Skills: Strategic management; Management skills; Financial management; Tender processes; Effective communication (verbal and written); Proficiency in the local indigenous language; Numeracy; Relationship management; Interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Motivational skills; Negotiation skills; Computer skills. Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated – ability to design ideas without direction; Ability to work under stressful situations; Ability to communicate at all levels, including political office bearers; People orientated; Hard-working; Highly motivated. Other: Driver's license; Extensive travelling.  |
| <b><u>DUTIES</u></b>              | : | Number of EPWP programmes and projects identified and prioritised; Number of EPWP plans developed; Number of EPWP programmes and projects initiated and implemented; Extent of involvement across all sectors and municipalities in support of EPWP programmes; Extent of technical advice, assistance and support provided to EPWP programmes across all sectors; Extent of involvement to support training programmes; Extent of support to the labour intensive contractor learnership programme; Number of DPW mentors in the learnership programme; Extent of management of consultants; Allocation of financial resources to programmes and projects; Amounts spent to programmes and projects; Extent to which progress of EPWP programmes have been assessed to ensure compliance with targets and objectives; Number and scope of recommendations / interventions made to improve the EPWP; Number and frequency of meetings held with Senior Programme Managers to obtain advice and support, and to report progress. Number of initiatives undertaken to involve departments, municipalities and other stakeholders in EPWP programmes across all sectors; Number and extent of programme implementing bodies involved to conceptualise and implement EPWP programmes and projects; Number of departments, contractor and consultant organisations, MEC's, mayors and councillors, municipalities and other stakeholders involved in EPWP programmes across all sectors. Number and extent |

of guidelines provided regarding the implementation of EPWP programmes; Extent of interventions designed / undertaken to address local capacity constraints in the implementation of the EPWP; Development of a communication and marketing strategy. Number and scope of initiatives to communicate and market the EPWP; Extent of awareness of the goals, activities and successes of the EPWP.

- ENQUIRIES** : Ms CJ Abrahams, Tel No: (012) 492 3080
- POST 08/72** : **DIRECTOR: PRESTIGE PROPERTY MANAGEMENT REF NO: 2021/52**
- SALARY** : R1 057 326 per annum (All inclusive Salary Package): (total package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) Real Estate, Property Management, Built Environment, Facilities Management or management sciences. Certificate of entry into Senior Management Services. Extensive experience in the property environment of which 5 years should be at middle management. A driver's license. Knowledge of: Public Finance Management Act, Property economics, Government Budget procedures/ time frames, (MTEF), Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS). Skills: Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem solving, Presentation, Advanced numeracy, Budgeting, Personal attributes: Innovative, Creative, Hardworking , Self-motivated, The ability to work under pressure, The ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.
- DUTIES** : Verify the client's request to make sure that it was forwarded via the Minister's office. Ensure that an acknowledgment letter is forwarded to the client informing them of the Project Manager assigned to the project, e.g. Interior, Technical. Attend client consultations to establish the need requirements for clients and guide them according to the Ministerial Handbook. Provide a report to clients on progress regarding the project in execution and provide time frames. Ensure a completion letter is forwarded to the client informing them that the project is completed. Issue procurement instruction and pre-design information to Project Managers. Interact with Project Managers regarding Prestige projects. Liaise with Interiors, Technical Maintenance and Inspector with regard to scheduling of appointments with clients. Liaise with Project Managers on progress per project. Schedule meetings with all internal role-players, clients and consultants for a briefing meeting with Project Managers. Coordinate meetings with executing units and service providers within DPW. Liaise with Finance and Provisioning for issuing of orders and payments to service providers. Liaise with ECDP for contractors on the Prestige database. Optimise Prestige helpdesk as a central point of lodging complaints. Ensure accurate updated Prestige Asset register and Spreadsheet for projects. Use Sub Bid Committee to expedite furniture purchasing. Manage, coach and monitor performance of subordinates. Arrange bilateral meetings with Prestige clients.
- ENQUIRIES** : Mr M Sazona Tel No: (012) 406-1963/1322
- NOTE** : All short-listed candidates will be subjected to a compulsory competency based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.
- POST 08/73** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)**
- SALARY** : R1 057 326 per annum (All-inclusive Salary Package) (total package to be structured in accordance with the rules of the senior management service)
- CENTRE** : Bloemfontein Regional Office Ref No: 2021/55 A  
Johannesburg Regional Office Ref No: 2021/55 B
- REQUIREMENTS** : An Undergraduate qualification (NQF Level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences or the Built Environment Profession. Certificate of Entry into Senior Management Services. Five (5) years' experience at Middle/Senior management level in Supply Chain Management, Movable Assets Management, Provisioning Administration, LOGIS, BAS, Procurement and GMC/CMC/SIPDM/SLLPPS. Knowledge: Thorough knowledge

and understanding of procurement-related legislation, including the Public Finance Management Act, Framework for Supply Chain Management, Framework for Minimum Training and Deployment, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, State Information Technology Act, Public Service Act, Public Service Regulations, Promotion of Access to Information Act, Government procurement systems and processes, Financial management and systems. Skills: Management skills. Analytical thinking. Language proficiency. Report writing. Numeracy. Research. Organising and planning. Computer literacy. Advanced interpersonal and diplomacy skills. Decision making. Project management. Effective communication. Report writing. Interpersonal relations. Personal attributes: Innovative. Creative. Resourceful. Energetic. Helpful. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines. Ability to communicate at all levels. People orientated. Trustworthy/Reliable. Assertive. Hard working. Highly motivated, Ability to work independently. Ability to work under stressful situations.

**DUTIES**

: Manage the development and implementation of and update policies and strategies. Make recommendations for changes and improvements to existing standards, policies and procedures. Manage the implementation of approved policies and procedures. Monitor work activities to ensure compliance with established policies and procedures. Manage and control the demand function in relation to goods and services, infrastructure demand and property demand. Manage the Demand Management process. Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special conditions of contract. Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property. Oversee the utilization of the Central supplier Database in the bid/quotation processes. Control and oversee a compliant execution of the bid/quotation processes. Ensure that integrity of all procurement functions is maintained. Manage the establishment of the bid specification, bid evaluation and bid adjudication committees. Oversee the proper functioning of the committees. Chair the Sub-Bid Adjudication Committee meeting. Report on the performance of the committees. Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. Management of logistic support services. Ensure implementation in compliance with the Framework for Supply Chain Management. Manage the procurement of assets, supplies and services. Manage the vehicle fleet. Manage transport and travelling. Manage Auxiliary Services and Archives. Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain an accurate and complete movable asset register. Put in place monitoring controls for movement of assets. Ensure that proper procedures are followed with the movement of assets. Implement effective systems of movable assets verification within the Region. Maintain the movable assets register on the system. Compile movable asset acquisition, disposal and maintenance plans. Ensure that maintenance information is registered on systems. Manage and monitor the warranties and guarantees of movable assets. Ensure the effective and efficient disposal of movable assets. Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

**ENQUIRIES**

: Mr R Naidoo Tel No: (012) 406 1191

**POST 08/74**

: **DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 2021/56**

**SALARY**

: R1 057 326 per annum (all inclusive Salary Package): (total package to be structured in accordance with the rules of the senior management service)

**CENTRE**

: Head Office (Pretoria)

**REQUIREMENTS**

: An undergraduate qualification (NQF Level 7) Bachelor's degree in Finance or Procurement. Five (5) years' experience at Middle/Senior management level in the Built Environment (Capital and Maintenance), Asset Management (Leasing, Acquisition and Disposal), Provisioning Administration and general management administration. Certificate of Entry into Senior Management Services. Knowledge:

Thorough knowledge and understanding of procurement-related legislation, including, the Public Finance Management Act, Framework for Supply Chain Management and Built Environment Professions Acts (Council for the Built Environment Act, Architectural Professions Act, Landscape Architectural Professions Act, Engineering Professions Act, Property Valuation Professions Act, Project and Construction Management Professions Act and Quantity Surveying Professions Act). Framework for Minimum Training and Deployment. Code of Conduct for Supply Chain Management Practitioners. Treasury Regulations. Preferential Procurement Policy Framework Act. State Information Technology Act. Public Service Act and Public Service Regulations. Thorough knowledge and understanding of Government procurement systems and processes. Understanding of the built environment and property industries. Financial management. Financial systems. Sound knowledge of preferential and targeting strategies as well as the development programmes of the Department. SKILLS: Strategic management. Programme and project management. Senior management skills. Sound analytical and problem identification and solving skills. Computer literacy. Numeracy. Database management. Relationship management. Interpersonal and diplomacy skills. Decision making skills. Motivational skills. Presentation. Negotiation skills. Advanced communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner. High ethical standards. Able to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Innovative. Creative. Solutions orientated. Ability to design ideas without direction. People orientated. Hard-working. Highly motivated. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results. OTHER: A valid driver's license. Willing to adapt to a work schedule in accordance with professional requirements. Willingness to travel.

**DUTIES**

: Design, implement and manage the procurement model-research and design procurement processes. Design, develop and manage the Departmental procurement model. Ensure compliance with the Framework for Supply Chain Management. Establish and manage the Supplier Register. Manage procurement processes related to: Built Environment (Capital and Maintenance). Asset Management (Leasing, Acquisition and Disposal). Provisioning Administration. Manage the Bid Committee process. Ensure adherence to prescripts of the Construction Industry Development Board in the case of a bid relating to the construction industry. Provide advice regarding the appointment of consultants according to instructions and selection methods. Provide procurement-related support and development. Develop, implement and maintain related policies and procedures. Monitor and evaluate compliance of procurement processes with relevant policies and procedures. Analyse and report on Black Economic Empowerment and development programmes. Maintain and report statistics on the procurement model. Implement and maintain a system for reporting and evaluation of procurement awards. Provide advisory support to management on the implementation of the most appropriate procurement methods, when such expertise is required. Provide operational support and related training and development. Communicate with industry suppliers regarding the procurement model. Liaise and interact with other state institutions regarding the procurement model and the implementation thereof. Manage the Directorate. Manage office administration services. Manage human resources, equipment and finances. Manage employment-related processes.

**ENQUIRIES**

: Mr R. Naidoo Tel No: (012) 406 1191

**OTHER POSTS**

**POST 08/75**

: **CHIEF CONSTRUCTION PROJECT MANAGER - GRADE A (HEAD OF PROJECT MANAGEMENT) REF NO: 2021/53**

**SALARY CENTRE REQUIREMENTS**

: R1 042 827 per annum (All-inclusive OSD salary package)  
 : Polokwane Regional Office  
 : Relevant B Degree or equivalent qualification in the construction technical field/built environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license,

Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge and experience in Programme and Project management. Project design and analysis; legal and operational compliance, as well as the creation of a high-performance culture. Communication skills, Problem solving and analysis skills, Decision-making skills, Conflict management skills. Research and development. Strategic capability and leadership. Financial management and Computer skills; Negotiation skills.

**DUTIES** : Manage Project Management Unit in the Regional Office. Manage environmental health and safety on capital and planned maintenance construction projects. Co-ordinate and manage the planning and execution of construction and renovation or refurbishment of projects within time, cost and specification targets. Develop and monitor a planning and reporting system to effectively plan and monitor projects. Ensure compliance to professional legislation as well as procurement and Departmental policies. Procure consultants and contractors for construction projects. Make recommendations on approval and extension of contract periods. Establish and Promote effective relationships with clients. Provide expert advice to the Department. Manage communication and documentation of projects for auditing purposes. Manage contractor and client complex conflicts. Monitor and control expenditure. Manage component and project budgets. Ensure correct value for money for payments to consultants and contractors. Manage client budget allocation. Compile management reports on budget and expenditure. Maintain data integrity on WCS, etc. Manage Project Managers and administrative staff. Coach, mentor and train staff. Manage employment-related processes.

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

**POST 08/76** : **CONTROL ENGINEERING TECHNOLOGIST: STRUCTURAL REF NO: 2021/57**

**SALARY** : R751 542 per annum (all-inclusive OSD Salary Package) (total package to be structured in accordance with the rules of the OSD)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A BTech degree in Civil Engineering. Compulsory registration as a Professional Engineering Technologist (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years post-qualification experience as a Structural Technologist. Extensive experience in the field of structural engineering, which includes, but not limited to: design and construction of concrete structures. Steel structures and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Procurement and Delivery Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum Code B) and the ability/willingness to travel are essential. Experience in managing and leading junior technicians, technologists and candidates.

**DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detailed design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate technologists and technicians.

**ENQUIRIES** : Mr M. Ramushu Tel No: (012) 406 2109

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 08/77</u></b>   | : | <b><u>PRODUCTION ENGINEER: CIVIL (TRAFFIC AND TRANSPORTATION ENGINEERING) REF NO: 2021/58</u></b>  |
| <b><u>SALARY</u></b>       | : | R751 542 per annum (all-inclusive OSD Salary Package)  |
| <b><u>CENTRE</u></b>       | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b> | : | A BSc. or BEng in Civil Engineering. A minimum of 3 years relevant post-qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various areas of traffic and transportation engineering, which includes, but not limited to: geotechnical investigations and designs. Traffic impact assessments, traffic engineering designs, operations and simulation (modelling), geometric and pavement designs. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Procurement and Delivery Management (SIPDM) will serve as an advantage. Good communication skills. Excellent technical report writing and presentation skills. Innovative problem solving ability. Ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum Code B) and the ability/willingness to travel are essential. |
| <b><u>DUTIES</u></b>       | : | Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in the compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr M. Ramushu Tel No: (012) 406 2109   |
| <b><u>POST 08/78</u></b>   | : | <b><u>DEPUTY DIRECTOR – PMG AND RECONCILIATION PMTE FINANCE AND SCM REF NO: 2021/62</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 Financial Accounting, Finance, management or related field plus extensive and appropriate experience in finance, relevant and appropriate middle and/or junior management working experience. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems (Safety Net, PMIS, WCS, Persal and Logis) is desirable and not a prerequisite as well as knowledge of Post Master General (PMG) and/or financial accounting and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and proficiency with computers. A candidate must possess a driver's license and willingness to work irregular hours and go the extra mile.  |
| <b><u>DUTIES</u></b>       | : | Setting and facilitating the achievement of the sub-directorate's objectives. Oversee the management of the PMG sub-directorate, internal controls and reconciliation of suspense and general ledger accounts and approval of related journals. Manage the entity's bank account – inflow and outflow of funds, monitor and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Review and authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts timeously. Ensure that period closure is timeous and complete with no open transactions for the period. Identify opportunities and key areas for further development to improve efficiency.  |

Ad hoc requests by management. Develop policies and enhance ongoing improvements to business processes within the sub-directorate. Ensure effective document control of all journals. Review and sign off all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related matters. Build and maintain good working relations with employees, clients and all stakeholders.

**ENQUIRIES** : KTE Seletela Tel No: (012) 406 1222

**POST 08/79** : **CONSTRUCTION PROJECT MANAGER REF NO: 2021/54**

**SALARY** : R718 059 per annum (all-inclusive) (OSD)

**CENTRE** : Polokwane Regional Office

**REQUIREMENTS** : A National Higher Diploma/ B. Tech degree/ Bachelor degree/ Bsc degree (Built Environment Field) and a minimum of 4 years' and six months experience in the built environment. Compulsory registration with the SACPCMP as a Professional Construction Manager. A valid driver's license. Computer literacy. Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System. Knowledge and understanding of the JBCC and GCC form of contracts. Good planning, financial and budget skills. Sound analytical and good written and verbal communication skills.

**DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multidisciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

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

**POST 08/80** : **ASSISTANT DIRECTOR: CLEANING SERVICES: FACILITIES MANAGEMENT REF NO: 2021/63**

**SALARY** : R470 040 per annum

**CENTRE** : Pretoria Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Public Administration or related qualification with appropriate experience, understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid driver's license. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal, proven problem-solving approach, Proven financial, strong verbal and written communication skills, Knowledge and understanding of the Occupational Health and Safety Act, Ability to implement systems and exercise control to ensure sound management of equipment and materials, Ability to perform regular inspections, Willingness to travel.

**DUTIES** : Manage service contracts and contractor's performance and quality of work for the duration of contract. Manage related budgets and financial planning. Compile specifications and handle inspections in the cleaning field. Manage people at work. Manage and control equipment and material register. Manage multidisciplinary consultant teams. Formulate policies and administrative procedures for cleaning maintenance. Manage performance-based contracts. Knowledge of the management of Human Resources (Work plans, Training, Career developments etc). Appoint relief cleaners. Events Management.



**ENQUIRIES** : Mr S. Kutu Tel No: (012) 310 5993

**POST 08/81** : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2021/64**

**SALARY** : R470 040 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Mechanical or Trade Certificate plus related technical experience plus relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.

**DUTIES** : Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.

**ENQUIRIES** : Mr M Mabala Tel No: (012) 310 5090

**POST 08/82** : **CONTROL ENGINEERING TECHNICIAN: CIVIL (DOLOMITE PROJECTS) REF NO: 2021/59**

**SALARY** : R446 202 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A 3-year Tertiary qualification in Civil Engineering (A BTech qualification in Civil Engineering will serve as an advantage). A minimum of 6 years relevant post qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineering Technician with the Engineering Council of South Africa. Experience in various fields of civil engineering, which includes, but not limited to: geotechnical investigations and designs. Water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works). Construction materials. Experience in design and construction of civil engineering infrastructure on dolomite land. Knowledge of SANS 1936 which deals with classification of dolomite-related infrastructure. Knowledge of PW 347 which deals with dolomite related projects. Management of Dolomite Projects and Service Providers. Advanced computer aided design experience within the AutoCAD environment and the ARC GIS suite of programmes. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Procurement and Delivery Management (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum Code B) and the ability/willingness to travel are essential.

**DUTIES** : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Conduct quality control over the work of the consultant and the contractor during the execution phase of a project. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Conduct in-house designs on selected elements under the supervision of a professional engineer/technologist. Verify and confirm the consultants fee accounts and claims. Drafting of complex designs undertaken by professional engineers and technologists.

**ENQUIRIES** : Mr M. Ramushu Tel No: (012) 406 2109

**POST 08/83** : **CONTROL ENGINEERING TECHNICIAN: CIVIL REF NO: 2021/60 (X2 POSTS)**

**SALARY** : R446 202 per annum

|                                   |   |   |
|-----------------------------------|---|---|
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office (Pretoria)  |
|                                   | : | A 3-year Tertiary qualification in Civil Engineering (A BTech qualification in Civil Engineering will serve as an advantage). A minimum of 6 years relevant post qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineering Technician with the Engineering Council of South Africa. Experience in various fields of civil engineering, which includes, but not limited to: geotechnical investigations and designs. Water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works). Construction materials. Advanced computer aided design experience within the AutoCAD environment. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. A valid driver's license (minimum Code B) and the ability/willingness to travel are essential.  |
| <b><u>DUTIES</u></b>              | : | Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Conduct quality control over the work of the consultant and the contractor during the execution phase of a project. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Conduct in-house designs on selected elements under the supervision of a professional engineer/technologist. Verify and confirm the consultants fee accounts and claims. Drafting of complex designs undertaken by professional engineers and technologists.  |
| <b><u>ENQUIRIES</u></b>           | : | Mr M. Ramushu Tel No: (012) 406 2109  |
| <b><u>POST 08/84</u></b>          | : | <b><u>ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: 2021/65</u></b>   |
| <b><u>SALARY</u></b>              | : | R376 596 per annum  |
| <b><u>CENTRE</u></b>              | : | Johannesburg Regional Office  |
| <b><u>REQUIREMENTS</u></b>        | : | A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, and relevant supply chain management, contract management. Knowledge of contract management; SCM processes and systems. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and LOGIS and BAS systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently. |
| <b><u>DUTIES</u></b>              | : | Supervise monitor, analyse and determine actions to ensure proper contract administration:-Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Compile all applications for deviations; Maintain the internal systems/database. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services; Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.  |
| <b><u>ENQUIRIES</u></b>           | : | Mr V Msimango Tel No (011) 713 6251   |
| <b><u>POST 08/85</u></b>          | : | <b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2021/66</u></b>  |
| <b><u>SALARY</u></b>              | : | R376 596 per annum  |
| <b><u>CENTRE</u></b>              | : | Johannesburg Regional Office  |
| <b><u>REQUIREMENTS</u></b>        | : | A three year tertiary qualification in Asset Management, Property management, Supply Chain Management or related equivalent qualifications as recognised by SAQA with appropriate relevant experience in asset management. Drivers' license;  |

prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and LOGIS and BAS systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.

**DUTIES**

: Manage safekeeping of movable asset inventory register, bar code new assets and update on LOGIS, track movements of movable assets on LOGIS, take stock of existing assets, maintain the movable assets register on LOGIS, file the supporting documents of assets moved, keep records of redundant unserviceable and broken assets. Managing the repair process of movable assets, maintain the maintenance of schedule of movable assets, register maintenance information on LOGIS, engage with parts suppliers, interact with Chief users with regards to assets repairs, manage the repair processes. Administer financial reporting processes on movable assets, obtain relevant report from BAS and LOGIS, Identify problem areas and submit journal to rectify, compile reconciled reports for finance department, and compile annual balance sheets of movable assets.

**ENQUIRIES**

: Mr V Msimango Tel No (011) 713 6251

**POST 08/86**

: **CHIEF WORKS MANAGER (MECHANICAL) REF NO: 2021/67**

**SALARY**

: R316 791 per annum

**CENTRE**

: Johannesburg Regional Office

**REQUIREMENTS**

: A three year tertiary qualification in Mechanical Engineering or equivalent, or A N 3 and a passed trade test in the Mechanical Engineering environment, or Registration as Mechanical Engineering Technician, and 3 to 5 years appropriate experience. A valid Driver's license, computer literacy, technical report writing skills, good verbal and written communication skills, programme and project management skills, relationship management skills, negotiation skills, problem solving skills, numeracy skills, financial administration skills, Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hardworking, trustworthy. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the mechanical environment, procurement process and systems, property and facilities management.

**DUTIES**

: Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites. Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Supervise the performance and conduct of Works Inspectors. Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on

the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

**ENQUIRIES** : Mr KC Muthivheli Tel No: (011) 713 6097

**POST 08/87** : **CHIEF WORKS MANAGER: BUILDING COMPONENT: FACILITIES MANAGEMENT REF NO: 2021/68**

**SALARY** : R316 791 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in any of the built environment disciplines (Quantity Surveying; Building, Civil Engineering) accompanied a 3 year proven extensive technical experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Knowledge and understanding of the Occupational Health and Safety Act as well as Building Regulations. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with professional body will serve as an advantage.

**DUTIES** : Manage minor projects; unplanned maintenance; building condition surveys; asset register with reference to (Building and Mechanical). Responsible for site inspections and reports on leased buildings. Assist in site handovers; first and final deliveries including the close out reports. Facilitate negotiations with contractors. Responsible for compiling the scopes of work and preparing specifications, estimates and quotations. Ensure all work executed complies with PW 371 standard and specification, National Building Regulations and OHSA. Compile technical and monthly reports.

**ENQUIRIES** : Mr M Gwanya Tel No: (051) 408 7425

**POST 08/88** : **SENIOR ADMINISTRATION OFFICER: DISPOSALS REF NO: 2021/69**

**SALARY** : R316 791 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Public Administration/Public Management/Town Planning/Real Estate Management/LAW/Property Management. Appropriate relevant working experience. Skills: Numeracy. Computer literacy. Planning and organising. Decision making skills, interpersonal and diplomacy skills, ability to follow a pro-active and creative problem solving approach, communication, report writing. Knowledge. Government Budget Procedures (MTEF), financial management, multi- year budgeting; (PFMA), procurement directives and procedures, tender procedures, business, accounting and financial systems (LOGIS, PMIS, BAS), contract administration. A valid Driver's license.

**DUTIES** : Disposal of Redundant/superfluous State Immoveable Assets. Implementation of disposal programme for the Johannesburg Region. Investigate and inspect properties identified for disposal. Prepare Investment Analysis request memos. Prepare disposal submissions to the Minister and National Treasury. Implement approved disposal submissions. Liaise with the State Attorney for registration of servitudes. Liaise with UCA and KAM with regard to land needs of user departments. Make regular follow ups with Head Office with regards to IA requests and Ministerial approval. Comply with Disposal policies and procedures. Attend to long term non-permanent disposal applications. Maintain an updated disposal schedule for the unit. Liaise with Surveyor General, Deeds, Local Authorities, Department of Rural Development and Land Reform, regional land claims commission, Gauteng Province and other stakeholders. Prepare submissions for the removal of restrictive title conditions. Attend to all property transfers and registration and maintain effective filing system. Prepare submission to Senior Management when required.

**ENQUIRIES** : Mr Z Seti Tel No: (011) 713 6133

**POST 08/89** : **SENIOR ADMINISTRATIVE OFFICER: ACQUISITION AND DISPOSAL REF NO: 2021/70**

**SALARY** : R316 791 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Property Management/ Administration/ Finance/ Building Environment, equivalent qualifications or Legal field plus appropriate experience in property field. A sound understanding of property legislations. Knowledge of the Government Procurement Systems. Good financial and negotiation skills. Sound analytical and problem solving skills. An understanding of the PFMA. Good communication skills both verbal and written. Understanding of derivative forms of acquisition of property. Good interpersonal skills and Computer Skills. A valid driver's license will be an added advantage.

**DUTIES** : Procure fixed property leased accommodation or property rights in fixed property. Determine and analyse acquisition options to meet requirements of the clients. Negotiate and implement the most beneficial and legally acceptable forms of property acquisition in line with the requirements of the PFMA, Treasury Regulations, Supply Chain Management and other prescripts and policies of the Department. View tender or identified properties to be acquired. Prepare submissions for consideration by the National/ Sub-bid Adjudication Committee.

**ENQUIRIES** : Ms D Seleka Tel No: (012) 310 5055

**POST 08/90** : **SENIOR ADMINISTRATIVE OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2021/71**

**SALARY** : R316 791.per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENT** : A three year tertiary qualification in Public Management or administration, Supply Chain Management or Logistics with appropriate experience in Provisioning. Strong management and supervisory skills; relevant experience in Provisioning and Logistics management. A thorough knowledge of the PFMA, Treasury Regulations, PAS Framework for Supply Chain Management, PPPFA and other relevant legislation and ability to implement these prescripts. Knowledge of transversal systems e.g. Logis will be an added advantage. An understanding and knowledge of the department, its clients and line function business units would be an added advantage. Good leadership and communication skills, verbal and written; presentation skills, budgeting skills, computer literacy. A creative assertive, self-motivated, reliable, integrity and honest individual.

**DUTIES** : Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Verification of payments. Warehouses/stores management. Act as a Logis systems controller. Monitor transversal controls approved by Treasury.

**ENQUIRIES** : Mr MJ Raphesu Tel No: (012) 310 5161

**POST 08/91** : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2021/72**

**SALARY** : R316 791 per annum  
**CENTRE** : Nelspruit Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Transport, Management assistant, Finance and SCM with relevant experience in Transport Management. Knowledge of Government's Transport Policies. PFMA, SCM Policy and Treasury Regulations. Computer Literacy. Good Interpersonal and Communication skills. Valid Driver's License.

**DUTIES** : Management Fleet contracts and subsidized cars. Provide and maintain departmental pool cars for official purpose. Average petrol cards and maintenance. Process log sheets for all departmental pool and subsidized cars. Verify kilometres travelled and prepare monthly reconciliation reports. Prepare monthly payments. Submit inputs for quarterly and monthly reports. Gather information to resolve audit

queries. Compile and submit accident reports. Compile payment schedule and process payment on invoices, serve as scribe for loss control committee, compile and submit PMDS for the unit.

**ENQUIRIES** : Mr J Mtsweni Tel No: (013) 753 6344

**POST 08/92** : **SCIENTIFIC TECHNICIANS: WATER CARE REF NO: 2021/61 (X2 POSTS)**

**SALARY** : R311 859 per annum (All-inclusive Salary Package)  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A 3-year Tertiary qualification in Water Care or Analytical Chemistry, Chemical Engineering and a Water and Sanitation qualification with relevant exposure or experience in water and wastewater treatment. Valid motor vehicle driver's licence. Registration with SACNASP as a Certificated Natural Scientist is compulsory. Three years minimum post qualification experience demonstrating a high level of competencies in water and wastewater treatment practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and the environment. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of the treatment plants equipment (pumps, dosing, siphons, distribution arms on bio filters, aerators, mechanical screens, etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of technology with regard to drinking and wastewater treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of a great advantage. Knowledge of the applicable legislative framework, such as the Water Act, Water Service Act, National Environmental Management Act and relevant Regulations, e.g. Blue Green No Drop.

**DUTIES** : Schedule inspections on a weekly, monthly, quarterly and six monthly basis. Sampling of drinking and wastewater treatment plants, final effluent and plant components as necessary. Interpret and review Operation and Maintenance Manual and as built drawings. Operator training as necessary. Assessment of drinking and wastewater plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, and amongst others, analysis of final effluent. Perform calculations for the determination of sludge age, dosage quantities, etc. from drinking and wastewater treatment plants. Report writing on compliance/non-compliance of plants. Liaison with Chief Scientific Technician (Analytical Services) on laboratory administration. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Yearly visit to Antarctica for the maintenance of the water care facilities at the South African research base. Compilation of reports on final drinking water and wastewater quality. Assessment and recommendations on improvement of water quality. Forming partnerships with Project Managers in addressing challenges during Water Management related projects execution.

**ENQUIRIES** : Mr T.M. Moloi Tel No: (012) 406 2099  
**APPLICATIONS** : for the above post only must be forwarded to the Cape Town Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand-deliver at: Customs House Building, Lower Heerengracht Road, Cape Town.

**POST 08/93** : **ADMIN OFFICER: CONCURRENT MANDATE: IMMOVABLE ASSET REGISTER REF NO: 2021/73**

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification in Property Management; Real Estate; Town & Regional planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's license. Computer literacy. Decision making skills. Negotiation skills. Excellent

- inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
- DUTIES** : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.
- ENQUIRIES** : Mr. S Sokhela Tel No: (012) 406 1143/2043
- POST 08/94** : **ADMINISTRATIVE OFFICER: ACQUISITIONS AND LEASING REF NO: 2021/74**  
Re-Advertisement: Those who applied previously are encouraged to re-apply
- SALARY** : R257 508 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three tertiary qualification in Property Management, Real Estate Financial management or Law with sufficient relevant experience in acquisition of property rights in fixed property. A sound understanding of the Public Finance Management Act (PFMA) .Understanding of property market trends and to be able to analyse the property market. Understanding of derivative forms of acquisitions of property (e.g.) expropriation, common law prescripts and others. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems .Effective communication skills .Good report writing skills. Computer literacy. Interpersonal skills. General office administrative and organisational skills. Resourcefulness and creative. Ability to work under pressure and communicate at all levels. A valid driver's license is compulsory and willingness to travel.
- DUTIES** : The official will report to the Senior Admin Officer Acquisitions and Leasing. Duties include effective management of renewal of leases, Understanding of Government procurement processes, Making sure that all leases are signed by both parties. Draft submission to the Bid Committee for renewal of the leases, Attend to site visits and be willing to travel extensively and work independently for extra hours, Make sure that leases buildings are compliant to OHS and other building regulations, Liaise with landlords and clients to make sure that buildings are compliant, Attend to reconciliation of payment of rental to leased buildings to make sure that correct rental is being paid. Attend to AG queries to avoid audit queries. Make budget projections for leases to avoid under and over expenditure. Update PMIS system and other related government systems always. Compile lease reports monthly.
- ENQUIRIES** : Mr L Ndabeni Tel No: (012 492 3178)
- POST 08/95** : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2021/75**
- SALARY** : R257 508 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Finance, Auditing with relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.
- DUTIES** : Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and

rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

**ENQUIRIES**

Ms M Vuso Tel No: (012) 310 5111

**POST 08/96**

**ADMINISTRATIVE OFFICER: LEASING/ACQUISITION REF NO: 2021/76**

**SALARY**

R257 508 per annum

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**

A three year tertiary qualification in Property Management, Real Estate Management/Public Administration or B.com. Appropriate relevant working experience. Computer literacy planning and organizing, Accounting, numeracy, computer literacy, planning and organizing, decision making skills, interpersonal and diplomacy skills, ability to follow a pro-active and creative problem solving approach, communication, report writing. Knowledge of Government Budget Procedures (MTEF), financial management, multi- year budgeting; (PFMA), procurement directives and procedures, tender procedures, business, accounting and financial systems (LOGIS, PMIS, BAS). Willing to adapt work schedule in accordance with office requirements. Driver's license will be an added advantage.

**DUTIES**

Procure fixed properties or rights in fixed properties to be utilized by client departments. Keep track of the property market and its trends. Negotiate property purchases. Liaise with KAM with regards to client needs. Do constant follow ups on property acquisitions and provide progress. Keep and update asset acquisition register. Liaise with State Attorney on property transfer and registration. Prepare acquisition submission for approval by DG. Conduct site viewings. Perform general administrative duties.

**ENQUIRIES**

Mr L Nelwamondo Tel No: (011) 713 6218

**POST 08/97**

**ASSISTANT ADMIN OFFICER: PROJECTS REF NO: 2021/77**

**SALARY**

R208 584 per annum

**CENTRE**

Pretoria Regional Office

**REQUIREMENTS**

Senior certificate/ Grade 12 or equivalent. Computer literacy including Microsoft Office (word, excel, power point), with extensive relevant working experience. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.

**DUTIES**

Writing of submissions and reports. Process contractor and consultant payments accurately. Perform office administrative activities and capture requisitions on the WCS system. Administer office correspondence. Draft and type documents. Make arrangements for accommodation and travelling. Administer trip authorisation forms, S&T forms, subsidised and fuel claims and cell phone claims. Compile requisition for stationery. Tracking and record keeping invoices.

**ENQUIRIES**

Mr D Sewada Tel No: (012) 310 5030

**POST 08/98**

**FOREMAN: CLEANING SERVICES REF NO: 2021/78 (X3 POSTS)**

**SALARY**

R145 281 per annum

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**

National Senior Certificate/ Grade 12, with relevant experience, Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials; cleaning procedures. Operating cleaning equipment; occupational health and safety; Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills; negotiation; conflict resolution; motivational skills, Innovative; creative; resourceful; energetic; solution orientated – ability to design ideas without direction; ability to



communicate at all levels; people orientated; hardworking; trustworthy; highly motivated; ability to work independently.

**DUTIES** : Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.

**ENQUIRIES** : Mr K Muthivheli Tel No: (011) 713 6079

**POST 08/99** : **TRADESMAN AID: WORKSHOPS REF NO: 2021/79**  
Re-Advertisement: Those who applied previously are encouraged to re-apply

**SALARY** : R122 595 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A junior certificate, Grade 10, ABET or equivalent qualification. Ability to read and write. Good communication skills. Knowledge of maintenance in the built environment. Ability to perform routine tasks.

**DUTIES** : Assist artisans with regards to repair and maintenance work and take good care of hand tools, machines and electrical tools. Perform minor repairs and maintenance work, carry, load and unload tools as well as materials. Maintain good housekeeping of the Workshop and plant rooms.

**ENQUIRIES** : Mr Z Mashiyane Tel No: (041) 408 2194

**POST 08/100** : **TRADESMAN AID: WORKSHOP REF NO: 2020/80 (X3 POSTS)**  
Re-Advertisement: Those who applied previously are encouraged to re-apply

**SALARY** : R122 595 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A Grade 10 certificate/ABET level 3, relevant working experience and be able to read and write. Grade 12/N3-6 certificate in Technical qualification will be an added advantage with technical experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.

**DUTIES** : Assist Artisans with all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site. Must periodically ensure a good housekeeping at the workshop and on site. Ensure all work is carried out in a safe manner according to the OHS ACT.

**ENQUIRIES** : Mr M Mashinini, Tel No: (051) 408-7350

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to: [recruitment@dsbd.gov.za](mailto:recruitment@dsbd.gov.za) by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 19 March 2021 @ 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications (if available or may be requested at a later stage) and ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. A technical exercise and/or Competency assessment may also form part of the selection process for MMS positions and below. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

## OTHER POST

- POST 08/101** : **BUSINESS DEVELOPMENT OFFICER REF NO: ENT COMP SUPP 2**
- SALARY** : R316 791 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/B Degree in Business Administration, Accounting and Development Finance. 3 years' experience Business Administration, Accounting and Development Finance. Computer Literacy (MS Office Packages). Project Management Training. Drivers licence would be an added advantage. Possess skills in Standard Analytical Thinking, Standard Attention to detail, Communication both verbal and written, Advanced Customer / Client Focus, Standard Judgement Analysis, Standard Project Management, and Basic Incentive Administration.
- DUTIES** : Screen and assess applications and claims; Conduct feasibility and post approval inspections; Process applications and claims; Manage allocated projects; Conduct workshops and information sessions; Present findings to adjudication committees; Communicate with internal and external stakeholders with etiquette.
- ENQUIRIES** : The Recruitment Office, Tel No: (012) 394 1440 / 5286 / 3097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ENT COMP SUPP 2"

## DEPARTMENT OF SOCIAL DEVELOPMENT

***It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.***

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms E Steenkamp
- CLOSING DATE** : 19 March 2021
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable however from 1 January 2021, a new application for employment (Z83) form will be effective. The new form can be downloaded online at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELON

|                                   |   |   |
|-----------------------------------|---|---|
| <b><u>POST 08/102</u></b>         | : | <b><u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION REF NO: D1/A/2021</u></b><br>Branch: Financial Management Services  |
| <b><u>SALARY</u></b>              | : | R1 251 183 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | HSRC Building, Pretoria<br>An appropriate recognized Bachelor's Degree or equivalent qualification in commerce or financial management/administration and/or public finance (NQF level 7) as recognized by SAQA PLUS five years' experience in financial management and administration at senior management level. A post-graduate qualification or certificate in technical accounting will be an added advantage. Knowledge of the relevant public service legislation, in particular an understanding of public finance management legislative requirements. Knowledge and understanding of Government Immovable Asset Management Act. Knowledge and understanding of government macro-economic and social policies. Knowledge and understanding of government supply chain management framework. Knowledge and understanding of General Accepted Accounting Practices (GAAP)/ General Recognized Accounting Practices (GRAP). Knowledge and understanding of the government financial accounting and administration processes and systems. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management and administration. Policy analysis and development. Information and knowledge management. Communication. Computer literacy. Service delivery innovation. Problem-solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Risk Management. Financial analysis and reporting. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and Integrity. Self-Starter. Assertiveness |
| <b><u>DUTIES</u></b>              | : | Manage and oversee the review, development and implementation of financial management, accounting services, administration policies, strategies and compliance framework. Ensure effective management of departmental revenue, management of debt and the administration of bank account services in compliance with the relevant public finance management legislation. Ensure effective management of departmental expenditure, general accounting and reporting in compliance with the relevant public finance management legislation. Manage and oversee the provision of supply chain management services including the demand, acquisition, logistics, disposal, risk, performance and contract management services. Manage and oversee the provision of asset and facilities management services for the Department. Provide financial advice and guidance to the social development sector and participate in various fora in relation to financial management and administration matters. Ensure timeous submission of interim and annual financial statements in accordance with applicable standards and legislative framework.  |
| <b><u>ENQUIRIES NOTE</u></b>      | : | Mr F Esterhuizen Tel No: (012) 312 7778<br>In terms of the relevant Branch's employment equity targets, African males and African females as well as persons with disabilities are encouraged to apply  |

## OTHER POSTS

|                           |   |  |
|---------------------------|---|--|
| <b><u>POST 08/103</u></b> | : | <b><u>DEPUTY DIRECTOR: CHANGE AND ORGANISATIONAL DESIGN REF NO: D1/B/2021</u></b><br>Directorate: Organisational Design and HR Planning  |
| <b><u>SALARY</u></b>      | : | R869 007 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules. |
| <b><u>CENTRE</u></b>      | : | HSRC Building, Pretoria  |

|                            |   |  |
|----------------------------|---|--|
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelors' Degree or National Diploma in Management Services (Work Study), Production, Operation Management or Management Service Certificate or equivalent qualification PLUS a minimum 3 years' middle management experience in the Organizational Design and Work study field. Training in job evaluation and experience in implementing change management interventions, using the Public Service Evaluate system, Visio and/or ORGPLUS. Knowledge of the i) relevant Public Service Regulatory Framework; and ii) job evaluation analysis and design. Knowledge and understanding of i) Evaluate system; ii) work study techniques, procedures and methods; iii) Visio and ORGPLUS for designing of structure and business processes; iv) Operations Management Framework; v) Human Resources Planning; and vi) change management methodologies and approaches. Competencies needed: Communication (verbal and written). People management. Facilitation and presentation. Job analysis Benchmarking. Research. Project management. Diagnostic and analytical. Client liaison. Report writing. Policy development and analysis. Computer literacy. Problem-solving. Planning and organising. Attributes: Interpersonal and liaison. Innovation and creativity. Business ethics. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Cost consciousness. Compliant. Confidentiality. |
| <b><u>DUTIES</u></b>       | : | Facilitate change management process, implementation of change management interventions and programmes within the Department as well implementation of change in social development sector in line with only National projects. Facilitate the design, review and implementation of the organisational structure for the Department as well as ensuring alignment of the generic social development sector organisational structure across provinces. Manage the development and maintenance of organisational design, post provisioning norms, job descriptions and job evaluation process. Facilitate the development and review of existing business processes in order to identify gaps, problems and best practices. Manage and maintain the Department's staff establishment and information on PERSAL. Manage the collection, analysis and producing of reports of social development sector data for social service professionals.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Vokwana Tel No: (012) 312-7378  |
| <b><u>NOTE</u></b>         | : | In terms of the Chief Directorate: Human Capital Management's employment equity targets, African, Coloured and White males as well as persons with disabilities are encouraged to apply.   |
| <b><u>POST 08/104</u></b>  | : | <b><u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: D1/C/2021</u></b><br>Directorate: Supply Chain Management   |
| <b><u>SALARY</u></b>       | : | R869 007 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.   |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelors' Degree or National Diploma in Supply Chain management or Purchasing Management or equivalent qualification PLUS a minimum 3 years' middle management experience in the supply chain field. Knowledge of i) Legal Governance Financial Framework; ii) Public Service Legislative Framework (PFMA and Treasury Regulations); iii) departmental financial policies and delegations; iv) BBBEE; v) Supply Chain Management Framework and procurement prescripts; vi) LOGIS and Central Supplier Database; and vii) contract management. Competencies needed: Ability to interpret and apply policies. Planning and organising. Communication (verbal and written). Problem-solving. Presentation. Computer literacy (MS Word, Excel and PowerPoint). Financial management and accounting. Interpersonal. Liaison. Analytical. Co-ordination. People management and empowerment. Strategic capability and leadership. Project management. Research. Change management. Facilitation. Policy development and implementation. Client orientation and customer focus. Monitoring and evaluation. Attributes: Ability to work both in a team and independently. Friendly and trustworthy. Ability to work under pressure. Innovative and creative. Patient. Creative and innovative. Confident. Honesty and integrity. Compliant. Accuracy. Diplomacy. Assertiveness. Trustworthiness.  |

- DUTIES** : Facilitate the demand and acquisition of goods and services in the Department. Coordinate and develop the Department's annual procurement plan, monitor the implementation thereof and report on the progress to National Treasury. Facilitate the appointment of bid specification, bid evaluation and bid adjudication committees. Facilitate requests for quotations of goods and services in the Department. Facilitate the invitations/requests for proposals of professional services as well as evaluation process thereof. Responsible for travel management in the Department. Manage and monitor contracts.
- ENQUIRIES NOTE** : Mr Z Mantantana Tel No: (012) 312-7463  
: In terms of the Chief Directorate: Financial Management and Administration's employment equity targets, African male and female as well as persons with disabilities are encouraged to apply.
- POST 08/105** : **MANAGER: SOCIAL WORK POLICY GRADE 1 REF NO: D1/D/202**  
Directorate: Victim Empowerment Programme and Prevention and Gender Based Violence (Gender Based Violence Command Centre)
- SALARY** : R794 889 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria  
: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Knowledge of Public Service Regulatory Framework. Knowledge of gender-based violence issues. Knowledge of social and structural drivers of gender-based violence. Knowledge on the Public Financial Management Act. Willingness to work shifts. Competencies needed: Planning and organising. Monitoring and evaluation. Presentation and facilitation. Research. Communication (written and verbal). People management. Problem-solving. Analytical. Policy and programme development. Computer literate. Leadership and management. Financial management. Project management. Monitoring and evaluation. Interpersonal and liaison. Strategic planning. Needs assessment and analysis. Flexibility and adaptability. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Independent thinker. Quality Assurance. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Cost consciousness. Honesty and Integrity.
- DUTIES** : Coordinate and manage the development, implementation, monitoring and evaluation of frameworks on gender-based violence. Manage the research on gender-based violence interventions to improve Command Centre performance and quality assure services rendered. Monitor the implementation of gender-based violence legislation, policies, strategies, guidelines programmes in the command centre and align internal strategies to address implementation gaps. Manage and monitor the implementation of campaigns by the Command Centre for the benefit of service users. Manage capacity building for implementers both social work and support staff within the Gender-Based Violence Command Centre. Manage, monitor, quality assure statistics and customer satisfaction including user rates and the performance levels of the Command Centre.
- ENQUIRIES NOTE** : Mr S Malope Tel No: (012) 312-7410  
: In terms of the Chief Directorate: Social Crime Prevention and Anti-Substance Abuse's employment equity targets, African, Coloured, Indian and White males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.
- POST 08/106** : **MANAGER: SOCIAL WORK POLICY GRADE 1 REF NO: D1/E/202**  
Directorate: Welfare Services to Persons with Disabilities
- SALARY** : R794 889 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : HSRC Building, Pretoria

|                            |   |   |
|----------------------------|---|---|
| <b><u>REQUIREMENTS</u></b> | : | Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems. The understanding and ability to ensure that supervisors provide social services towards protecting persons with disabilities who are vulnerable, at risk and unable to protect themselves. Extensive experience in disability issues. The appointed incumbent will be expected to travel extensively. Competencies needed: Project management skills. Communication (written and verbal skills). Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Honesty and Integrity. Ability and competence to assist, advocate and empower persons with disabilities to enhance their social functioning and problem-solving capacity. Ability to compile complex reports.  |
| <b><u>DUTIES</u></b>       | : | Provide a social work service of the highest most advanced and specialised nature within the Directorate with regard to care, support, protection and development of vulnerable persons with disabilities through the Disability program. Develop, monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Facilitate the development, support and planning of programmes and interventions to render services to persons with disabilities through the efficient, economical and effective utilisation of financial resources. Manage the relevant sub-directorate to ensure that services to persons with disabilities are delivered through the efficient and effective utilisation of human resources and that all the administrative functions are performed. Coordinate an institutional analysis and alignment of all policies and legislation and services of government institutions for persons with disabilities. Keep up-to-date with new developments in the social work, disability and management fields. Plan and ensure that social work research within the disability field is managed and undertaken. Coordinate consultative platforms with civil society and liaise with key stakeholders, including inter, intra-departmental representatives and various social services sectors to enhance integrated service delivery. Facilitate the provision of inclusive mainstreamed disability services to persons with disabilities. |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Molamu Tel No: (012) 312-7400  |
| <b><u>NOTE</u></b>         | : | In terms of the Chief Directorate: Strategy Management Transformation's employment equity targets, African males and persons with disabilities are encouraged to apply. Persons with disabilities will be given preference.   |
| <b><u>POST 08/107</u></b>  | : | <b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: D1/F/2021</u></b><br>Directorate: Labour Relations   |
| <b><u>SALARY</u></b>       | : | R470 040 per annum  |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelor's Degree or equivalent qualification PLUS a minimum of three years' supervisory experience in collective bargaining/labour relations field. Knowledge of the relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management Act). Knowledge and understanding of labour relations policies and procedures. Knowledge and understanding of Public Service Coordinating Bargaining Council and Social Development Sectorial Bargaining Collective Agreements. Competencies needed: Communication (written and verbal). Planning and organizing. Facilitation and presentation. Stakeholder and client liaison. Project administration. Policy analysis. Problem-solving. Computer literacy. Analytical. Report writing. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and integrity.   |
| <b><u>DUTIES</u></b>       | : | Facilitate conflict resolution and represent the employer in dispute resolution hearings, conciliation and arbitration. Implement, review and maintain labour relations policies and procedures. Facilitate the administration of disciplinary cases including preparation of charge sheets and the provision of support to the relevant  |

|                            |   |   |
|----------------------------|---|---|
|                            |   | role-players, including presiding officers and departmental representatives. Conduct research, facilitate training of managers and advice with regard to labour relations matters. Participate in labour relations fora and related statutory bodies.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr K Shabangu Tel No: (012) 312-7212  |
| <b><u>NOTE</u></b>         | : | In terms of the Chief Directorate: Human Capital Management's employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.  |
| <b><u>POST 08/108</u></b>  | : | <b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: D1/G/2021</u></b><br>Directorate: Internal Control   |
| <b><u>SALARY</u></b>       | : | R470 040 per annum  |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelor's Degree or equivalent qualification PLUS a minimum of three years' supervisory experience in the field of either internal control, internal audit, finance or risk management. Knowledge of internal controls and audit processes, accounting principles, risk management and financial management systems (BAS, PERSAL and LOGIS). Knowledge of the PFMA, Treasury Regulations, Public Service Regulations and other government prescripts. Competencies needed: People management skills. Analytical skills Problem-solving skills. Financial accounting skills. Communication (written and verbal) skills. Planning and organizing skills. Audit skills. Investigation ski9lls. Interpersonal skills. Computer literacy. Attributes: Assertive. Pro-active. Approachable. Innovative. |
| <b><u>DUTIES</u></b>       | : | Conduct investigations of any alleged financial misconduct and fraudulent activities reported to Internal Control and recommend actions. Maintain a system/register of reporting theft and losses. Facilitate and coordinate internal and external audit findings and requests. Ensure batch compliance and safeguarding of financial documents for the Department. Conduct and manage investigations and testing (audit) of internal controls within the Department and reporting thereof. Provide inputs to outside institutions and render a secretariat function to the loss control and audit steering committee. Identify gaps, conduct research and make recommendations on the review of financial policies.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr D Naidoo Tel No: (012) 312-7688  |
| <b><u>NOTE</u></b>         | : | In terms of the Branch: Financial Management Services' employment equity targets, African and Coloured males and Coloured females as well as persons with disabilities are encouraged to apply.   |



## 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** : 26 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. 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.

## OTHER POSTS

**POST 08/109** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 2021/04**

**SALARY** : R733 257 per annum (Level 11), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Pretoria  
 : A three-year National Diploma or degree in Labour Relations or Human Resources Management, and/or Industrial Psychology. equivalent qualification or equivalent qualification (NQF level 6/7) plus 5 years' experience in labour relations field and 3-5 years supervisory experience. A valid driver's licence. Generic competencies: Planning and Organising. Coordination. Problem solving and Decision making. Project Management. People Management and Empowerment. Client Orientation and Customer Focus. Team Leadership. Diversity Management. Communication (Verbal and written). Technical competencies: In-depth knowledge of Labour Relations Act, Basic Conditions of Employment Act, Code of Conduct for Public Service, Public Service Act and Regulations, Public Financial Management Act, Senior Management Services Handbook, OHS Act and Regulations, Skills Development Act, PSCBC Collective Agreements and Resolutions (Rules and procedures for dealing with grievances, misconduct and incapacity), Codes of good practice and Employment Equity Act.

**DUTIES** : The successful candidate will perform the following duties: Manage the collective bargaining processes. Manage disciplinary processes. Manage grievance processes. Provide management support in investigation of grievance and misconduct. Facilitate and coordinate training and development labour relations. Provide advice to supervisors and managers on labour relations. Provide support in human resource planning. Provide support in human resource administration.

**ENQUIRIES APPLICATIONS** : Ms L Motlhala Tel No: (012) 336 5824  
 : 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 email at [DTARecruitment@coqta.gov.za](mailto:DTARecruitment@coqta.gov.za)

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

**POST 08/110** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 2021/05**

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

- REQUIREMENTS** : A 3-year National Diploma or Degree in Human Resource Development/Human Resource Management /Bachelor of Education or equivalent qualification (NQF level 6/7) plus 3-5 years experience in the training and development field. Experience in working on PERSAL system. A valid driver's license. General competencies: Planning & organising, Coordination, Problem solving & decision making, Project Management, People management & Empowerment, Client orientation and customer focus, Team leadership, Diversity management, Communication (verbal and written) Technical competencies: In-depth knowledge of Public Service Regulations, Skills Development legislations and strategies, facilitation/presentation, Research.
- DUTIES** : The successful candidate will perform the following duties: Implement the Human Resource Development Strategy and Policies. Implement Internal Bursary scheme. Facilitate the Compulsory Induction Programmes and Orientation for the Department. Implement, monitor and evaluate the performance management and development system. Provide support in human resources administration.
- ENQUIRIES** : Ms L Motlhala Tel No: (012) 336 5824
- 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 e-mail at [DTARecruitment@coqta.gov.za](mailto:DTARecruitment@coqta.gov.za).
- FOR ATTENTION** : 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** : 19 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 post. All shortlisted candidates for 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.

**ERRATUM:** Kindly note that the requirements of the following posts have been amended Deputy Director: Rail Safety Regulation Ref no: DOT/HRM/2021/10: A recognised NQF level 6 / 7 qualification in Transport Economics, Engineering or Legal qualification as recognised by SAQA with relevant experience in transport and drafting legislation and or regulations of which 3 years must be at an Assistant Director level, coupled with 5 years relevant experience. Experience in rail will be added advantage, Deputy Director: Manufacturers Importers and Builders Ref no: DOT/HRM/2021/11: A recognised NQF level 6 / 7 Bachelors of Administration in Licencing Practice as recognised by SAQA Plus 5 years' experience of which 3 years must be at an Assistant Director Level. 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, Deputy Director: Master Planning Implementation and Review Ref no: DOT/HRM/2021/12: A recognised NQF 6 / 7 Degree or Diploma in Transport Management /Town Planning/Transport Economics / Public Management or Public Policy as recognised by SAQA with 5 years or more experience in Transport, Government, Private or Non-Governmental Sectors and 3 years must be at an Assistant Director level and Deputy Director: Transport Appeal Tribunal Secretariat Ref no: DOT/HRM/2021/13: A recognised level 7 in Public Administration / Secretariat / Transport Planning / Public Management or related environment dealing with statutory bodies with a minimum of 5 years relevant experience of which 3 years must be at an Assistant Director level advertised in public service vacancy circular 06 dated 19 February 2020 closing

date 05 March 2021. The closing date has been extended until 19 March 2021.  
Enquiries: Mr. P Mailula Tel: (012) 309 3357.

#### MANAGEMENT ECHELON

**POST 08/111** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO:  
DOT/HRM/2021/16**  
Branch: Administration

**SALARY** : R1 521 591 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : An appropriate Bachelor degree in Public Management or Human Resource Management / Law degree / International Relations / Communication / B.com or equivalent degree at NQF level 7 qualification and a post graduate qualification on NQF level 8 as recognized by SAQA and SMS pre-entry certificate with at least 8 to 10 years' relevant experience at a Senior Management level. Note: The following will serve as recommendation: Excellent communication skills, extensive knowledge and experience of the Transport planning, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium-Term Expenditure Framework (MTEF).

**DUTIES** : The successful candidate will: Provide internal and external communication. Manage the internal communication, media relations, monitor and analyze the media. Manage stakeholder management, research, content development and publications. Provide corporate management services. Provide a secretariat service, security services, travel and facilities management services. Manage and administer the Government Motor Transport processes and Government Fleet contracts. Render human resource management and development. Render human resource planning and administration services. Develop and improve departmental transport sector capacity. Provide an effective professional legal service to the Minister, Department and its Agencies. Render a corporate legal service to the department, Minister and the domestic and International Air Services Councils. Develop appropriate legislation in support of the departmental policies. Manage and control the branch. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and the department. Establish and maintain governance and administrative systems continuity within the work of the branch and the department. Develop financial reports for forecasting, trending and results analysis. Prepare and submit of implementation plans. Evaluate infrastructure spending plans, authorize expenditure, authorize travel plans, and monitor quality of work. Ensure the compilation of the annual performance plan, annual report and strategic plan of the branch. Monitor planning, organizing and delegation of work. Ensure that monitoring and evaluation is carried out in all areas of the branch.

**ENQUIRIES** : Mr A Moemi Tel No: 012 309 3172

**POST 08/112** : **DEPUTY DIRECTOR-GENERAL: RAIL TRANSPORT REF NO:  
DOT/HRM/2021/17**  
Branch: Rail Transport

**SALARY** : R1 521 591 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : A bachelor degree in Engineering/Transport Economics/Administration/ Management / Social Sciences or equivalent degree at NQF 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus at least 8 - 10 years relevant experience in the related field of which at Senior Management level. An appropriate Master's degree will be an added advantage Note: The following will serve as recommendation: Financial Management and Treasury regulations. Strategic Capability and Leadership. People Management and Empowerment. Project / Programme Management. Client Orientation and

|                                   |  |
|-----------------------------------|--|
| <b><u>DUTIES</u></b>              | : Customer focus. Change Management. Excellent communication skills (written and verbal).<br>: The successful candidate will: Manage the development of an effective rail regulatory framework by ensuring policy and strategy for the development of the rail industry; manage the development and implementation of a rail economic regulation framework; ensure the development of rail transport safety and security and develop operational standards and guidelines for safety. Manage the planning and development of an integrated rail Infrastructure network & industry by ensuring the development, maintenance and updating of infrastructure funding and coordinate funding needs; ensuring the coordination development of integrated transportation systems network with sectors in the built environment and economic development; ensuring the maintenance and updating of expenditure related to rail infrastructure projects / programmes and evaluate the progress. Coordinate and manage the implementation of effective rail transport services by ensuring an analysis of service delivery challenges facing the rail transport industry and develop appropriate monitoring and evaluation systems; ensure the performance of rail agencies against performance MOU; ensure the effectiveness of passenger rail systems (PRASA & Gautrain); analyse, evaluate and monitor the performance of rail freight services. Manage and control the Branch by providing guidance and adequate support for and development of the staff of the branch; 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 branch; Set budget levels; monitor the planning, organising and delegation of work; ensure monitoring & evaluation is carried out in all areas of the branch. |
| <b><u>ENQUIRIES</u></b>           | : Mr A Moemi Tel No: (012) 309 3172  |
| <b><u>POST 08/113</u></b>         | : <b><u>DEPUTY DIRECTOR-GENERAL: MARITIME TRANSPORT REF NO: DOT/HRM/2021/18</u></b><br>Branch: Maritime Transport  |
| <b><u>SALARY</u></b>              | : R1 521 591 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : Pretoria (Head Office)<br>: A Bachelor Degree in Transport Economics / Transport Planning / Transport Engineering / Law / Administration / Management / Social Sciences or equivalent degree at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years' relevant experience at a senior management level. An appropriate Master's degree will be an added advantage. Possession of a qualification in Maritime related studies will be an added advantage. Note: The following will serve as recommendation: Financial Management and Treasury regulations. Strategic Capability and Leadership. People Management and Empowerment. Project / Programme Management. Client Orientation and Customer focus. Change Management. Excellent communication skills (written and verbal).  |
| <b><u>DUTIES</u></b>              | : The successful candidate will: Develop and promote an integrated Maritime Infrastructure and Industry. Ensure the development of a strategic framework for the development and growth of the maritime sector. Ensure the management and the development of and planning of Maritime Transport Infrastructure. Regulate and direct maritime industry promotion and capacity development. Provide and facilitate the management of an effective internationally competitive regulatory regime in support of the efficiency of maritime transport sector. Ensure effective implementation of maritime economic regulations. Facilitate the implementation of and effective maritime environmental protection regime. Create an enabling environment for the provision of a search & rescue function within South Africa and in cooperation with other states. Provide an effective framework for the safety and security of navigation, port infrastructure, services and environment. Ensure the implementation of the Maritime Safety Regulatory Framework. Ensure the monitoring and evaluation of maritime environment compliance. Oversee the  |

conducting of investigations on maritime accidents and incidents. Oversee the monitoring and evaluation of the performance of maritime public entities. Manage and control the Branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative systems continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch including its agencies.

**ENQUIRIES** : Mr A Moemi Tel No: (012) 309 3172

**POST 08/114** : **DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/HRM/2021/19**  
Branch: Civil Aviation

**SALARY** : R1 521 591 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : Bachelor Degree in Science / Civil Aviation / Engineering / Transport Economics / Transport Planning / Administration / Management / Law / Social Sciences or equivalent degree at NQF level 7 and a post graduate qualification at NQF level 8 as recognised by SAQA and 8 - 10 years' senior management experience in Civil Aviation and thorough knowledge of the aviation industry. Note: The following will serve as recommendation: Financial Management and Treasury regulations. Strategic Capability and Leadership. People Management and Empowerment. Project / Programme Management. Client Orientation and Customer focus. Change Management. Excellent communication skills (written and verbal).

**DUTIES** : The successful candidate will: Coordinate the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Ensure effective public entity oversight. Ensure effective monitoring and evaluation of the performance of civil aviation public entities. Ensure alignment of civil aviation public entities with DoT performance management system. Report on Public Entity annual reports and recommend actions to improve performance. Manage all aspects related to licensing and permits and provide an admin support service to the licensing councils. Ensure the provision of secretariat and technical support services to the International and Domestic Air Services Councils. Ensure technical support at council meetings. Provide guidance and monitor the issuing of Foreign Operator Permits. Maintain and enhance South Africa's framework for bilateral and multilateral air transport agreements. Ensure the administration of the International Air Services Act of 1993 and the International Air Services Regulations of 1994. Ensure the preparations for air services agreements and memoranda of understanding during bilateral air services negotiations. Ensure the preparations for air services agreements and memoranda of understanding during multilateral air services negotiations. Represent South Africa at the ICAO Council. Ensure the provision of aviation economic analysis services and the regulation and development of strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Monitor and evaluate the impact of aviation safety, security and environmental frameworks regulatory and manage search and rescue. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Manage and control the Branch.

**ENQUIRIES** : Mr A Moemi Tel No: 012 309 3172

**POST 08/115** : **DEPUTY DIRECTOR-GENERAL: INTEGRATED TRANSPORT PLANNING REF NO: DOT/HRM/2021/20**  
Branch: Integrated Transport Planning

**SALARY** : R1 521 591 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria (Head of office)

**REQUIREMENTS** : A Bachelor degree in Science / Civil Engineering / Transport Economics / Transport Planning / Law / Management / Administration / Social Sciences or equivalent degree at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) year's relevant

experience at a Senior Management level. An appropriate Master's degree will be added advantage. Note: The following will serve as recommendation: Financial Management and Treasury Regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / People Management; Client Orientation and Customer focus; Change Management; Excellent Communication skills (written and verbal).

**DUTIES**

: The successful candidate will: Manage a national innovative research and development programme, monitor and evaluate the performance of the transport sector. Manage and conduct transport related research studies and provide strategic leadership in the development, implementation and management of transport innovation and technology for the transport sector. Coordinate the formulation and implementation of environmental policies and strategies for the transport sector. Ensure effective macro sector planning within national and provincial governments. Ensure that the National Transport Master Plan planning process is implemented, updated, realigned and reviewed every five (5) years. Facilitate integrated transport planning through macro planning, statutory instruments, policy and coordination frameworks. Oversee Sector Planning and Coordination process; oversee the development of Multi - modal transport planning modelling. Develop transport funding mechanisms and provide relevant economical advice. Manage the development of infrastructure finance mechanisms. Provide an economic modelling and macro analysis service. Promote the development and transformation of the transport sector. Coordinate and facilitate the development and implementation of transport strategies in the South African Development Communities (SADC) region and the continent. Enhance efficient flow of goods and people through the borders of the country. Facilitate good working relationship between South Africa and SADC operators. Facilitate efficient trade through the development of Regional Corridors. Manage the development and implementation of an integrated global logistic strategy and facilitate coordination between all the modes of transport. Develop an effective global logistics strategy and implement guidelines to put in place effective integrated freight platforms. Monitor modal logistics effectiveness and make recommendations to various modes of transport. Manage and control the Branch by ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and department, establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch.

**ENQUIRIES**

: Mr A Moemi Tel No: 012 309 3172

**OTHER POSTS**

**POST 08/116**

: **DEPUTY DIRECTOR: TRANSPORT APPEAL TRIBUNAL INVESTIGATIONS AND RESEARCH REF NO: DOT/HRM/2021/21**  
(Branch: Public Transport)  
(Chief Directorate: Public Transport Regulation)  
(Directorate: Transport Appeal Tribunal)  
(Sub-directorate: Transport Appeal Tribunal Investigations and Research)

**SALARY**

: R869 007 per annum (Level 12), (All-inclusive salary package)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A recognised NQF 7 level qualification in Law with a minimum of 5 years' experience in legal services or related environment dealing with statutory bodies and of which 3 years' experience must be at an Assistant Director Level. Knowledge of public transport and related legislations will be an advantage. Note the following will serve as a recommendation: Excellent understanding of the NLTA; its Regulations and related legal statutes. Knowledge of TAT Act and Regulations. Sounds knowledge of Government protocol and processes. Sound knowledge of PFMA and Treasury Regulations. Investigations and Research skills. Good communication skills. (Verbal & written). Reporting writing. Computer literacy. Good project management skills. Organising and planning skills. Excellent liaison skills and interpersonal skills. Good analytical, problem solving skills and

**DUTIES**

observance of Batho Pele Principles. Negotiation skills. Training skills. Good facilitation and presentation skills. Monitoring and Evaluation skills.

: Manage and coordinate the implementation of promotion and awareness programme and activities affecting TAT Regulations by developing an awareness campaign on TAT Act and Regulations. Ensure the development and implementation of effective communication strategies. Plan and design promotional / training material relating to TAT Act and affected stakeholders. Liaise with the both provincial and district municipalities, bus & taxi associations and other mandate. Manage the Court Review / Appeal processes against TAT decisions and related matters. Manage the Court Review / Appeal Register. Manage the amendment process of the TAT Act and Regulations. Manage the Appointment process of the Tribunal Members and related matters. Analyse appeals lodged against PRE's, C-BRTA, NPTR, MRE's and responses from Respondents, Objectors and Operators etc. Conduct field investigations and research on TAT appeals. Analyse Court decisions that impact on the TAT with the view of infusing the same to the Tribunal Operations. Analyse complaints and trends by the stakeholders and register them provide solutions. Prepare reports on the findings of issues raised by the public as required. Investigate pre and post appeals hearing assignments. Ensure compliance with all administrative requirements, regulations and rules pertaining to the Public Transport Branch. 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 supports with the compilation of the Annual report and strategic plan, as well as the annual operational plan for the Sub-directorate.

**ENQUIRIES**

: Mr Z M Matebese Tel No: (012) 309 3861

**POST 08/117**

: **DEPUTY DIRECTOR: ROAD TRAFFIC LEGISLATION REF NO: DOT/HRM/2021/22**

(Branch: Road Transport)

(Chief Directorate: Road Transport Regulation)

(Directorate: Road Traffic Legislation and Standards)

(Sub-directorate: Road Traffic Legislation)

**SALARY CENTRE REQUIREMENTS**

: R869 007 per annum (Level 12), (All-inclusive salary package)

: Pretoria

: Bachelor's of Law (LLB) or equivalent four-year legal qualification, with 5 years' experience of which 3 years must be at an Assistant Director Level. Knowledge and understanding of 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. Candidates must have excellent verbal and written communications skills, excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer), the ability to work accurately and independently. Candidates must also have sound interpersonal relations, negotiations and ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports and submissions are essential. Candidates have to be in possession of a valid driving licence. Note the following will serve as strong recommendation: Knowledge of the National Road Traffic Act, 1996 (Act No.93 of 1996) and all other traffic related legislation, i.e. AARTO Act, CBRTA Act, RAF Act, SANRAL Act. Knowledge of processing legislation development and taking legislation through Parliament. Willingness to travel and work extended hours.

**DUTIES**

: Drafting of the National Road Traffic Act, 1996 (Act No.93 of 1996) and other road traffic related legislation. Chairing of various National legislation development Committees, working groups and sub-working group meetings. Assist with the implementation of the National Road Traffic Legislation for public comments, inputs or objections. Incorporated submissions, inputs and comments on proposed Road Traffic Legislation. Submit draft Road Traffic Legislation or any other road traffic related matter to the Government Department, Provincial Departments, any Agency of the Department, Local Authorities and role-players. Processing any requests concerning any new Road Traffic Legislation or amendments to existing



legislation. Attend to all enquiries as well as correspondence in relation to vehicle standards to relation to vehicle standards and legal requirements. Harmonisation of the National Road Traffic Act and other roads legislation with other legislation such as the Constitution, PAJA and PAIA.

**ENQUIRIES** : Mr J Motsatsing Tel No: (012) 309 3574/3114

**POST 08/118** : **SENIOR STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE**  
**REF NO: DOT/HRM/2021/23**

(Office of the Chief Financial Officer)  
(Chief Directorate: Budgeting and Compliance)  
(Directorate: Internal Control and Compliance)  
(Sub-directorate: Internal Control and Compliance)

**SALARY** : R316 791per annum (Level 08)

**CENTRE** : Pretoria

**REQUIREMENTS** : A recognized NQF Level 6 / 7 qualification in Accounting or Finance with 3 years relevant working experience. Note the following will serve as a recommendation: Knowledge of government processes. Knowledge of the PFMA, Treasury Regulations and MTEF processes. Ability to analyse and synthesise information. Internal Control Framework. Knowledge of BAS. Interpersonal skills. Planning and Organisational skills.

**DUTIES** : Manage the internal checking process. Manage the safekeeping of payment batches. Review financial policies and procedures. Manage the internal and external audit queries. Coordinate loss control committee activities.

**ENQUIRIES** : Ms A Ngombane Tel No: (012) 309 3869

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 19 March 2021

**NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceeding 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. 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 the National School of Government (NSG) is required for all SMS applicants. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

## OTHER POSTS

**POST 08/119** : **CHIEF ENGINEER ELECTRICAL/MECHANICAL GRADE A REF NO: 190321/01**  
Branch: NwRI Northern Operations: Technical Services

**SALARY** : R1 042 827 per annum (All-inclusive OSD salary package)

**CENTRE** : Hartbeespoort

**REQUIREMENTS** : An Engineering degree (B Eng/BSc (Eng) in Electrical Engineering or Mechanical Engineering. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver's licence. (Attach a copy) Knowledge in engineering design and analysis. Knowledge in research and development. Computer proficiency (MS Word, MS Excel, MS Power Point, MS Outlook). Good verbal and written communication skills. Understanding of Public Service Regulations including PFMA. Must be able to work independently, self-motivated, responsible and reliable.

**DUTIES** : Design and specification of electrical (Heavy Current) and mechanical components and systems. Oversee installations, testing and commissioning of such components and systems. Manage multifaceted design projects within the Directorate: Mechanical and Electrical Engineering. Provide support and development of Water and Sanitation Service's Infrastructure. Provide support in contract management and administration. Inspect and/or test infrastructure equipment, systems and installations including preparation of reports of the findings and recommendations. Compile, review and comment on contract documentation proposals and Bids. Communicate and negotiate with contractors, consultants and clients of the Directorate. Formulate policies and guidelines relative to the Directorate's functions. Provide leadership and direction to the Directorate. Provide assistance to manage financial allocations to projects and programs. Provide guidance and mentorship to candidate engineers and technicians within the Directorate.

**ENQUIRIES APPLICATIONS** : Mr TG Monaisa Tel No: (012) 200 9000  
Hartbeespoort: Please email your application quoting the relevant reference number to [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr S Murunzi

**POST 08/120** : **CHIEF ENGINEER (CIVIL) GRADE A REF NO: 190321/02**  
Branch: Chief Operations Office: North West

**SALARY CENTRE REQUIREMENTS** : R1 042 827 per annum (All-inclusive OSD salary package)  
Mmabatho  
: An Engineering degree (B Eng/BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid drivers license (Attach a copy). Computer proficiency (MS Word, MS Excel, MS Power Point, MS Outlook). Good verbal and written communication skills. Understanding of Public Service Regulations including PFMA. Must be able to work independently, self-motivated, responsible and reliable.

**DUTIES** : Provision of Engineering, Project Management and Business Process re-engineering services for the Municipal Infrastructure Grant programme (MIG) which entails site visit technical report evaluations, recommendations and monitoring of projects. Support on the planning and implementation of Water Services Infrastructure Grant (WSIG). Support on the planning and implementation of Regional Bulk Infrastructure Programme (RBIG) and any other funding sources ear-marked for water services in the NW. Coordination of Free Basic Services (FBS) Support on the Comprehensive Infrastructure Plan (CIP) and Water Conservation and Water Demand Management. Support the Integrated Development and Water Services Development Planning (IDP/WSDP) Processes in the NW. Support the District Development Model in terms of process and implementation. Support implementation of municipal water services master plan including Provincial Operation Phakisa.

**ENQUIRIES APPLICATIONS** : Mr L Bogopa Tel No: (018) 387 9500  
North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRrecruitment@dws.gov.za](mailto:NWRrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr M.J. Ntwe

**POST 08/121** : **CHIEF ENGINEER GRADE A REF NO: REF NO: 190321/03 (X2 POSTS)**  
Branch: NWR1  
CD: Infrastructure Development  
(This is re-advertisement, applicants who have previously applied need to re-apply)

**SALARY** : R1 042 827 - R1 192 365 per annum (All-inclusive OSD salary package) This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A may be considered based on the provisions of the Public Service Regulation 2016, i.e. provision of the candidates current salary advice.

**CENTRE REQUIREMENTS** : Pretoria (Head Office)  
: An Engineering degree (B Eng / BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid drivers License (Attach a copy). Extensive post-registration experience as a registered Professional Engineer (Pr. Eng) is recommended. Registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager (Pr. CPM) or PMP Certification will be beneficial. Experience in the planning, design and construction of water resources infrastructure projects. Extensive experience in project management especially in the project management of large infrastructure projects. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management knowledge and experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resources Engineering are recommended. High level communication skills (verbal and written). Conflict management, contract dispute

- resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc.) Must be able to work independently, be self-motivated, responsible and reliable.
- DUTIES** : Manage and oversee all aspects of project implementation. Co-ordinate the implementation of a portfolio of mega-projects. Co-ordinate water users', institutions' and stakeholders' input for decision-making on infrastructure projects. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the Department's interests in projects implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Ensure the co-ordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the co-ordination of management of both external and internal stakeholders on the infrastructure projects. Would be beneficial to be knowledgeable of construction law contracts such as GCC and FIDIC. Detailed knowledge of Treasury Regulations, Public Management Financial Act (PFMA) Manage the process of the commissioning of the infrastructure and takeover by the Operations Unit. Provide leadership and direction on projects. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Promote a culture of innovation and performance.
- ENQUIRIES APPLICATIONS** : Ms. P Moodley Tel No: (012) 336 6929
- : Head Office (Pretoria): Please email your applications quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)
- FOR ATTENTION** : Ms. L Mabile
- POST 08/122** : **DEPUTY DIRECTOR: WATER RESOURCE MANAGEMENT REF NO: 190321/04**  
Branch: Chief Operations Office-Kwazulu-Natal
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12), (All-inclusive package)
- : Durban
- : A four (4) year degree or equivalent qualification in Engineering or Natural Sciences. Three (3) to five (5) years' post qualification experience in surface or groundwater project planning, integrated water resources management, GIS support, management of technical surface or groundwater data sets and systems. Knowledge and experience in environmental and water management field. Good understanding of Hydrology and Geohydrology. Strong negotiation, leadership and communication skills are required. Application of relevant legislation applicable to National and Local government water sector policies. Consultation with stakeholders at local, provincial and national government levels. Information and data analysis and management. Computer literacy including GIS and databases. Ability and willingness to travel and work long hours where necessary. A valid drivers license (Attach a copy).
- DUTIES** : In reporting to the Director: Planning and Information the incumbent will be responsible for, amongst others, the management of the Provincial Planning and Information Directorate responsibilities. Co-ordinate the water resources planning and management activities in the Province. Provide support to water services and water resources institutions in their planning. Support studies, review and dissemination of water resources Reconciliation and All Town studies' technical reports and project feasibility reports. Provide input into the Provincial Growth and Development Plan, Spatial Planning and District Development Models. Manage and coordinate Provincial Data and input into the National Information System. Develop and manage Provincial information systems and project databases. Compilation of various reports on status of water resources and water services and provide input into the strategic business planning. Provide support to the reconciliation strategies for the catchments system for the component. Provide support and facilitate implementation of Systems Operating Rules. Engage the various Water Sector Stakeholders on the planning and development of Water Conservation and Demand Management in all sectors. Determination of surface and/or groundwater yields. Support and implement National Water Resources Strategy, as well as the National Water Master Plan.
- ENQUIRIES** : Mr ML Singh Tel No: (031) 336 2700

**APPLICATIONS** : Durban: Please email your application quoting the relevant reference number to [KZNRecruitment@dws.gov.za](mailto:KZNRecruitment@dws.gov.za).

**FOR ATTENTION** : Ms. S Mbongwa

**POST 08/123** : **DEPUTY DIRECTOR: WATER SECTOR COLLABORATION REF NO: 190321/05**  
Branch: Chief Operations Office: Free State: Water Sector Support

**SALARY** : R869 007 per annum (Level 12), (All-inclusive package)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A National Diploma or Degree in Development Studies/Public Management/Environmental Science. Three (3) to five (5) years junior management experience in an Integrated Water Resource environment. A valid driver's license. (Attach a copy). Knowledge and experience in ISD and IGR. Experience in Community engagements and public participation. Experience in local government support programmes and strategic engagements with stakeholders e.g. Premiers, EXCO, Mayors Forums, MM's Forums and sector departments forums will be an added advantage. Practical experience in developing strategic documents like Ministers briefing notes, speeches, annual performance plan, operational plans etc. Working experience in Water Services Data collections and advice on strategy to on corrective measures. Programme, project management, change management experience. Knowledge and understanding of business and management principles. Knowledge of strategic planning, resources allocation and human resources. Knowledge of Public Finance Management Act, project management and Water legislations. Problem solving, analysis, strategic capabilities and leadership skills. Knowledge management, Service delivery and innovation. People Management and Empowerment. Client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct.

**DUTIES** : Co-ordinate stakeholder and engagement and management in the water sector by ensuring co-operation through forums; committees. Implement policies of integrated water sector for component by developing and sharing a vision and mission for the section. Develop and implement performance improvement suggestion scheme. Advices top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate with stakeholders and empower stakeholders on departmental policies; Develop the Business Plan/Operational plans for the Sub- Directorate, ensure and manage implementation thereof. Promote sector advocacy through dissemination of information on key sector programmes. Plan and execute IGR/Stakeholders Engagement plans. Manage relationship with the stakeholders. Plan and develop meetings with the stakeholders. Establish partnerships for departmental programmes. Implement strategic objectives of the component. Monitor progress on the implementation of programmes related to intergovernmental relations. Manage community participation programmes. Plan and develop community participation programmes. Responsible for water Services Monitoring. Attend to water and sanitation services customer complaints. Engage community in the departmental programmes and projects through community water sector forums and empower forums. People management. Financial management for the sub-directorate. Represent the Department at IGR platforms.

**ENQUIRIES** : Ms. P Sobuwa Tel No: (051) 405 9000

**APPLICATIONS** : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Wymers

**POST 08/124** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (MAIN ACCOUNT) REF NO: 190321/06**  
Branch: Chief Operations Office: Mpumalanga

**SALARY** : R733 257 per annum, (Level 11), (All-inclusive salary package)

**CENTRE** : Mpumalanga

**REQUIREMENTS** : A Degree in Financial Management or relevant tertiary qualification at NQF level 7. Three (3) years' relevant experience in Finance at supervisory/management (ASD) level. A valid driver's license (Attach a copy). Knowledge and understanding on Human Resource Management, legislation, policies, practices and procedures.

Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud-prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental policies, procedures and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

**DUTIES**

: Manage the financial revenue, expenditure, management and accounting sub-directorate. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Submits reports and plans as required. Effective management of regional budget processes and MPAT reporting. Managing Regional asset register and safeguarding departmental assets. Managing Supply Chain Functions in line with Regional compliance on all Financial Transactions as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, Departmental policies, procedures and circulars. Manage Internal Control Unit functionalities and attend to audit queries. Proper recording of all Accounting transactions on the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking and debt management, monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/ journals, accounting and reporting, interim and annual of statements). Manage the sub-directorates revenue, expenditure management and accounting. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all requires administrative reports, serve on transverse task team as required.

**ENQUIRIES  
APPLICATIONS**

: Mr Vilane B.Z Tel No: (013) 759 7496  
: Mpumalanga: Please email your application quoting the relevant reference to [MPRecruitFIN@dws.gov.za](mailto:MPRecruitFIN@dws.gov.za)

**FOR ATTENTION**

: Ms. Mkhwanazi F.M

**POST 08/125**

: **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 190321/07**  
Branch: Finance WTE

**SALARY  
CENTRE  
REQUIREMENTS**

: R733 257 per annum (Level 11), (all-inclusive package)  
: Head Office Pretoria  
: A Degree in Auditing/Financial Accounting / Cost Accounting at NQF level 7. Three (3) years relevant experience in the performance of internal control reviews / internal or external audits at supervisory/management (ASD) level. Having Completed training articles will be an added advantage. Knowledge and understanding of Finance and SCM Legislation, policies, practices and procedures, Intermediary knowledge and implementation of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Knowledge and understanding of GRAP, Tax legislation. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Departmental policies and procedures. Governmental financial systems. Experience with SAP will be an advantage. Intermediary knowledge and understanding of the Internal control framework. Principles and practice of financial accounting. Framework for managing performance information. Problem solving and analysis. Client orientation and customer focus. Good working knowledge of Microsoft office especially MS Excel.

**DUTIES**

: Manage the development of financial and internal controls, systems and processes. Conduct reviews of internal control systems and processes leading to the development of solutions to resolve weaknesses within controls Coordinate internal and external audits. Coordinate audit action and audit outcomes implementation plans. Conduct internal control and compliance reviews. Manage the sub-

directorate. Develop, implement and maintain processes to ensure proper control of work.

**ENQUIRIES** : Mr. V Mfomande Tel No: (012) 336 8667  
**APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Mabile

**POST 08/126** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 190321/08**  
 Branch: Chief Operations Office: Mpumalanga

**SALARY** : R733 257 per annum (Level 11) all-inclusive package  
**CENTRE** : Mbombela  
**REQUIREMENTS** : A National Diploma or Degree in Labour Relations / LLB. A post graduate diploma in Labour Law will be an added advantage. Four (4) to six (6) years' management (ASD level) experience in Labour Relations. A valid driver's license. (Attach a copy). Knowledge and experience in policy development and implementation. Knowledge and experience in Human Resource Information. Understanding of government legislation, financial management and PFMA. Knowledge of negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal written. Accountability and ethical conduct. Knowledge of analytical procedures.

**DUTIES** : Develop departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Create and manage a case management database on all Labour-related matters. Monitor and evaluate implementation and compliance with collective agreements, policies and legislations. Render advisory services to management and employees at all branches and divisions of the Department. Ensure uniform implementation of Employee Relations guidelines, policies and directives within the Department by providing Employee Relations training. Represent the Department conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Employee Relations practices accordingly. Manage the finances, resources and the people of the sub-directorate.

**ENQUIRIES** : Mr Vilane B.Z Tel No: (013)759 7496  
**APPLICATIONS** : Mpumalanga: Please email your application quoting the relevant reference to [MPRecruitCS@dws.gov.za](mailto:MPRecruitCS@dws.gov.za)  
**FOR ATTENTION** : Ms. Mkhwanazi F.M

**POST 08/127** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 190321/09**  
 Branch: NWRI: Northern Operations

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Hartbeespoort  
**REQUIREMENTS** : A National Diploma (NQF 6) or Bachelor Degree in Human Resource Management or Public Management. Three (3) to five (5) years supervisory experience in Human Resources. A valid drivers license. (Attach a copy). Knowledge of policy development and implementation, HR transactions, relationship management, project management as well as people and diversity management. Understanding, interpretation and application of Government legislation and procedures relating to Recruitment and Selection, Performance Management and Development System, Human Resources Administration, Training and Development, personnel records management and Employee Health and Wellness programmes. Computer literacy in MS Office software packages. Willingness and ability to travel extensively and work after hours. Good interpersonal relations skills with ability to interact and communicate well (verbally and in writing with people at various levels. Excellent report writing skills. Problem-solving, creativity and initiative skills. Planning, organizing, execution and administrative skills. Analytical thinking, good interpretation skills with ability to pay attention to details and handle confidential

information. Accountability, reliability and ability to work well in a team, individually and under pressure.

**DUTIES** : Responsible for the supervision and management of Human Resources within the Directorate including its area offices. Provide guidelines in line with Human Resource policies, practices and procedures to ensure implementation of Human Resource Plans in alignment with the overall business plan of the Directorate. Management of Human Resources with regards to Recruitment and Selection. Manage Organizational Structure and maintain post establishment for the Directorate and Area offices. Coordinate the management of probations. Manage overall Human Resource Development within the Directorate. Ensure effective personnel records management system is provided to the Directorate. Provide an effective information service regarding Human Resource administration matters. Administration of employment equity statistics for the Directorate and perform other general administrative duties. Provide guidelines and co-ordinate an effective implementation of Employee Health and Wellness programmes and policies. Provide accurate data for the Human Resource Plan and implementation of Human Resource policies. Compile monthly management reports.

**ENQUIRIES APPLICATIONS** : Mr. S Murunzi Tel No: (012) 200 9000  
: Hartbeespoort: Please email your application quoting the relevant reference number to [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr. S Murunzi

**POST 08/128** : **CONTROL ENGINEERING TECHNICIAN (GRADE A) REF NO: 190321/10**  
Branch: NWRI Southern Operations

**SALARY CENTRE REQUIREMENTS** : R446 202 per annum (OSD)  
: Eastern Cape (UITKEER)  
: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid drivers license (Attach a copy.) Project Management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Problem Solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer Skills. Planning and organizing. People Management.

**DUTIES** : Manage technical services and support in conjunction with Engineers, Technologist and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES APPLICATIONS** : Mr JM Viljoen Tel No: (041) 508 9703  
: Uitkeer: Please email your applications quoting the relevant reference number to [ECRecruitment@dws.gov.za](mailto:ECRecruitment@dws.gov.za)

**FOR ATTENTION** : Ms. B Gqokoma

**POST 08/129** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 190321/11 (X2 POSTS)**  
Branch: NWRI Northern Operations

**SALARY CENTRE REQUIREMENTS** : R446 202 per annum (OSD)  
: Hartbeespoort  
: A National Diploma in Civil Engineering. Six (6) years post qualification technical Engineering experience required. Compulsory registration with ECSA as a



Professional Engineering Technician (Attach proof of registration). A valid drivers license (Attach a copy). Willingness to travel extensively within the region. Proven computer literacy skills. Financial management and verbal and written communication skills. Must be able to work in confined spaces, and on high structures. Work outdoors in remote areas, under severe weather conditions. The following will be a recommendation: Experience in achieving compliance to dam safety requirements. Experience in conveying, storage and distribution of bulk water and maintaining infrastructure. Civil construction and contract management experience. Excellent administrative and organizational skills. General management experience.

**DUTIES** : Civil maintenance on Government Water Schemes to ensure continued effective bulk water supply. Provide administrative support and functional 69 training to scheme personnel. Ensure effective liaison with Water Users Institutions. Do dam safety inspections and reporting, including the drawing up, updating and implementation of Operation and Maintenance Manuals and Emergency Preparedness Plans. Manage contracts for civil works, Land use and buildings. Advanced experience in Budgeting Expenditure Control. Revenue and Supply Chain Management. Advanced experience in People Management and General Administration. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.

**ENQUIRIES APPLICATIONS** : Mr. TG Monaisa Tel No: (012) 900 9000  
: Hartbeespoort: Please email your application quoting the relevant reference number to [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr S Murunzi

**POST 08/130** : **ENVIRONMENTAL OFFICER- SPECIALISED PRODUCTION REF NO: 190321/12 (X2 POSTS)**  
Branch: Chief Operations Office: Gauteng

**SALARY CENTRE REQUIREMENTS** : R402 045 per annum (OSD)  
: Gauteng Provincial Office (Pretoria)  
: A relevant Honours Degree in Environmental Management or related field. Experience in water resource management/environmental field. A valid drivers license (Attach a copy). Interpersonal relations/conflict management, negotiation and facilitation skills will serve as an advantage. An understanding of the principles of integrated water resource management and knowledge of catchment management. Knowledge of the National Water Act, Computer literacy are essential requirements. Knowledge of industrial, agricultural and mining processes and waste water treatment processes. The successful candidate must be willing to travel extensively, including to remote areas and work irregular hours. Good communication skills (both written and verbal), report writing skills and project management skills are essential.

**DUTIES** : Provide support in the evaluation of Water Use License applications; Provide comments on environmental impact assessments, environmental program reports (EMPRs) and rezoning applications; support catchment management forums; liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring, water quality monitoring and the investigation of pollution incidents. Assist with the supervision of staff. Undertake both routine and special investigations. Give inputs in the projects relevant to the management of water resources initiated by the Department. Ensure the registration of water quality related uses for the Waste Discharge Charge System (WDCS). Promote water conservation and efficient water utilisation through the authorisation process.

**ENQUIRIES APPLICATIONS** : ME Matseba Tel No: (012) 392-1374  
: Gauteng Provincial Office (Pretoria): Please email your applications quoting the relevant reference number to [GPRecruitment@dws.gov.za](mailto:GPRecruitment@dws.gov.za)

**FOR ATTENTION** : Mr D Masoga

**POST 08/131** : **ASSISTANT DIRECTOR: TALENT MANAGEMENT REF NO: 190321/13**  
Branch: NWRI: Northern Operations

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

**CENTRE REQUIREMENTS** : Hartbeespoort  
: A National Diploma or Degree in Human Resources Management / Development. Three (3) to five (5) years' experience in a Human Resources Development Environment in Junior Management. A valid driver's license (Attach a copy). Knowledge of SAQA, NQF and the Skills Development Act.

**DUTIES** : Manage bursary administration. Ensure training administration (short courses, seminars and other special programmes) is done. Participate in the development, implementation and monitoring of Talent Management Policies. Identify training needs and the drawing up of a training plan for cluster employees. Compile a Workplace Skills Plan for the region. Facilitate and present courses and /or information. Evaluate the impact of training on employees. Facilitate employee development. Give career development advice to individuals and line management. Design and implement talent management special programmes, such as internships, ABET and experiential learning. Advise the line function on Talent Management Policies and activities. Manage and ensure implementation of Performance Management Development System (PMDS).Market bursaries in the Area offices. Attend meetings pertaining to Talent Management.

**ENQUIRIES APPLICATIONS** : Mr S Murunzi, Tel No: (012) 200 9000  
: Hartbeespoort: Please email your application quoting the relevant reference number to [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr. S Murunzi

**POST 08/132** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 190321/14**  
Branch: Finance WTE

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
: Head Office Pretoria  
: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid drivers license (Attach copy). Knowledge of the PFMA, Treasury Regulations, PERSAL, Basic Accounting System (BAS), SAP, Data Analysis, Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict, have good communication skills and be a team leader.

**DUTIES** : Manage accounts payable on LOGIS, BAS and SAP. Manage payroll administration. Clearing of all suspense accounts on main and trading accounts. Writing reports for the division and do presentations at meetings. Ensure the proper filing of all financial documentation. Manage the cashiers. Manage the resources of the component. Compile accurate monthly and quarterly reports on all financial aspects. Attend to audit matters. Manage and consolidate general ledger reconciliations.

**ENQUIRIES APPLICATIONS** : Mr. C Mukhari Tel No: (012) 336 7359  
: Head Office (Pretoria): Please email your applications quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabile

**POST 08/133** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 190321/15**  
Branch: NWRI: Northern Operations

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
: Hartbeespoort  
: A National Diploma or Degree in Supply Chain Management/ Public Management/ Finance. Three (3) to five (5) years' experience in Supply Chain Acquisition and Demand Management. Knowledge of policy development and implementation. Knowledge of organizational and government structures. Understanding of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Delegation authority. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and diversity management.

Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of analytical procedures.

**DUTIES** : Manage Demand and Acquisition Management Units. Ensure full compliance to all acquisition and Demand Management Prescripts, Policies and Delegations of Authority. Coordinate inputs in the Demand Plan. Conduct Market and commodity research. Maintenance of Supplier and PSP Database. Ensure that procurement is in line with the approved demand plan. Ensure effective functioning of all Bid Committees. Assist with drafting of Specifications. Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National Treasury Prescripts and Departmental SCM Policy. Communicate SCM policies and procedures to all officials in the Regional Office. Ensure that documents submitted to Logistics for order creation are fully compliant with Acquisition Management prescripts. Provide regular feedback to database management on the performance of suppliers. Manage all contracts awarded by the cluster and Area Offices. Monthly reporting of procurement, irregular, fruitless, as well as unauthorized expenditures incurred by the cluster and Area Offices. Monthly reporting on procurement against Demand Plan. Management and supervision of team members.

**ENQUIRIES** : Mr. SA Ngobe, Tel No: (012) 200 9024

**APPLICATIONS** : Hartbeespoort Please email your application quoting the relevant reference number to [HBPreruitment@dws.gov.za](mailto:HBPreruitment@dws.gov.za)

**FOR ATTENTION** : Mr. S Murunzi

**POST 08/134** : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 190321/**  
Branch: NWRI Central Operations  
SD: Revenue Management  
Re-Advertisement, Applicants Who Have Previously Applied Need to Re-Apply)

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

**CENTRE** : Pretoria

**REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to five (5) years' supervisory experience in Revenue Management. A valid drivers license (Attach a copy). Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines, knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognised Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of any ERP system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and Customer focus and the incumbent must be willing to travel extensively.

**DUTIES** : Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users in the Vaal River System (VRS) and ensure that these customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the Cluster. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. Facilitate training and career development of staff. Supervision of staff.

**ENQUIRIES** : Mr ME Lidzhade Tel No: (012) 741 7327

**APPLICATIONS** : NWRI Central Operations (Pretoria): Please email your applications quoting the relevant reference number to [ASDRM@dws.gov.za](mailto:ASDRM@dws.gov.za)

**FOR ATTENTION** : Mr KL Manganyi

**POST 08/135** : **SENIOR STATE ACCOUNTANT REF NO: 190321/17**  
Branch: Finance WTE

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : A National Diploma or Degree in Financial Management. Two (2) to three (3) years' experience in financial matters (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of Treasury Regulations, PERSAL, Basic Accounting System (BAS), Logis and Data Analysis. Knowledge and experience in administrative, clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (MS Word, Excel, PowerPoint). Framework for managing performance information.

**DUTIES** : Ensure reconciliation of major supplier accounts of the office. Ensure effective payroll management within the office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorize transactions for payments, allowances, deductions etc. on the financial systems BAS/Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

**ENQUIRIES** : Mr. G. Masango Tel No: (012) 336 8930  
**APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabile

**POST 08/136** : **SENIOR INTERNAL AUDITOR: FORENSIC INVESTIGATIONS REF NO: 190321/18**  
Chief Directorate: Internal Audit: Compliance Audits

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A National Diploma Degree in Auditing / Accounting. Two (2) to four (4) years' experience in Performance and Compliance Audit. Knowledge and understanding of Internal Audit Standards and Procedures and Corporate Governance principles. Post Graduate qualifications and professional certification will be an added advantage. Knowledge and understanding of Public Finance Management Act (PFMA), Government Financial Systems and TeamMate.

**DUTIES** : Perform the planning, execution and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.

**ENQUIRIES** : Ms. Hazel Phasha Tel No: (012) 336 6826  
**APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabile

**POST 08/137** : **SENIOR HEALTH AND SAFETY OFFICER REF NO: 190321/19**  
Branch: Chief Operations Office: Mpumalanga

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Mbombela  
**REQUIREMENTS** : A National Diploma or Degree in Occupational Health and Safety Management. Three (3) to five (5) years' experience in Occupational Health and Safety environment. A valid drivers license (Attach a copy). Knowledge and experience in strategic and operational plan in occupational health and safety. Policy implementation, monitoring and evaluation principles. Knowledge of research procedures and techniques. Working experience in public administration. Knowledge of design principles, techniques and tools. Knowledge and experience

- in the writing process, reviewing and proof-reading. Keen understanding of Government legislation. Knowledge of OHS Act and Regulations (Act 85 of 1993). Knowledge of the risk management theory and practical auditor's assessment. Computer literacy skills. Good written and verbal communication skills.
- DUTIES** : Implement and monitor Occupational Health and Safety Act and its regulations with an objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of staff and visitors. Increase health and safety awareness at all levels within the organisation. Investigate and report on all accidents occurring at the work place. Respond to safety concerns raised employees. Arrange Occupational Health and safety testing and evaluations of the workplace. Coordinate training of personnel in areas of health and safety at the workplace. Conduct risk assessment and make recommendations.
- ENQUIRIES** : Mr. M.E Senyolo Tel No: (013) 759 7383
- APPLICATIONS** : Mpumalanga: Please email your application quoting the relevant reference to [MPRecruitCS@dws.gov.za](mailto:MPRecruitCS@dws.gov.za)
- FOR ATTENTION** : Ms. Mkhwanazi F.M
- POST 08/138** : **SENIOR COMMUNICATION OFFICER REF NO: 190321/20**  
Branch: Chief Operations Office: Free State
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A National Diploma or Degree in Communication, Journalism, Public Relations, Media Studies or equivalent. At least three (3) years' experience in Communication Environment. Excellent writing skills. Understanding of media environment and news trends. Disciplinary knowledge in communication and media relations. Knowledge of communications principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Knowledge of relationship management. Problem solving and Analysis. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. Understanding and commitment to government objectives, policies and programmes. Newsroom experience will be an added advantage. Driver's license.
- DUTIES** : Development of communication plans. Develop media products, issues publications, organise press briefing and media tours for media coverage in profiling the work of government. Organise newsroom visits for senior managers. Disseminate knowledge relating to information on work of the organisation. Organise and implement publicity campaigns and events. Ensure media monitoring and rapid response. Establish and maintain stakeholder relations with community and media.
- ENQUIRIES** : Mr L Crisp Tel No: (051) 405 9000
- APPLICATIONS** : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za)
- FOR ATTENTION** : Ms. L Wymers
- POST 08/139** : **CHIEF SECURITY OFFICER REF NO: 190321/21**  
Branch: Chief Operations Office: Mpumalanga
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Mbombela
- REQUIREMENTS** : A Senior / Grade 12 certificate. PSIRA Security certificate at Grade A. Three (3) to Five (5) years' experience in the field of security and knowledge of security management. Must have supervisory, leadership and presentation skills as well as computer literacy. Applicants must have a thorough knowledge of security legislations, including the MISS/MPSS. Should be able to work independently and under pressure. Must be able to handle conflicts situations. Knowledge financial and human resource related matters and report writing skills. Must be willing to work extensive hours, travelling throughout the region. A valid drivers license (Attach a copy).
- DUTIES** : Render a safety and security management service for the whole Mpumalanga region in terms of all relevant security legislations. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures

to minimize risks. Monitor and inspect security control registers. Research on new security technology to update equipment regularly and the maintenance of security equipment. Inspections on all installations and all buildings, advise regional management of all risks investigation of incidents. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with other security agencies and DWA National Security Manager. Conduct security awareness. Manage private security service providers' contracts. Conduct security related incidents investigations. Ensure Compliance and implementation of security policies including the MISS/MPSS. Provide operational and administrative assistance with regard to security activities, forums, trainings, vetting, risk assessments and security reports.

**ENQUIRIES** : Mr Senyolo M.E Tel No: (013)759 7383  
**APPLICATIONS** : Mpumalanga: Please email your application quoting the relevant reference to [MPRecruitCS@dws.gov.za](mailto:MPRecruitCS@dws.gov.za)  
**FOR ATTENTION** : Ms. Mkhwanazi F.M

**POST 08/140** : **PERSONAL ASSISTANT REF NO: 190321/22**  
Branch: Chief Operations Office: Gauteng

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Gauteng Provincial Office (Pretoria)  
**REQUIREMENTS** : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to senior management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

**DUTIES** : Provide personal assistance, including a secretarial support service, to the Chief Director. Rendering administrative support services. Providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilise discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyse and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Prioritise issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Scrutinise documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager's budget. Assist manager in determine funding requirements for the purposes of MTEF submissions. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.

**ENQUIRIES** : Mr S Mthembu Tel No: (012) 392 1303/1489  
**APPLICATIONS** : Gauteng Provincial Office Please email your applications quoting the relevant reference number to [GPRrecruitment@dws.gov.za](mailto:GPRrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr D Masoga  
**POST 08/141** : **GENERAL WORKER REF NO: 190321/23 (X2 POSTS)**  
Branch: Chief Operations Office: Free State: Hydrological Services  
**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An ABET certificate. Ability to read and write. Two (2) to three (3) years' experience in fieldwork, handling tools and workshop equipment will serve as an added advantage. Basic understanding of Government legislation. Basic knowledge of health and safety procedure and application thereof. Good technical problem solving skills. Good communication skills. Good interpersonal relations. Willingness to perform duties as part of a team. Willingness to work in and around water such as rivers, lakes and dams. Willingness to travel and work away from home.  
**DUTIES** : Routine maintenance tasks at gauging stations. Maintain vegetation growth at gauging stations, cleaning and paint work. Betterment works at gauging stations: pipe work for electronic equipment, steelwork and concrete work. Cleaning work and maintenance of grounds at Krugersdrift Dam workshop and personal store (maintain equipment in a good working condition). Survey and current gauging assistant.  
**ENQUIRIES** : Mr C Lloyd Tel No: (051) 405 9000  
**APPLICATIONS** : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSRrecruitment@dws.gov.za](mailto:FSRrecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Wymers

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
PROVINCIAL TREASURY**

***The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. For SMS posts Females and disabled persons are encouraged to apply and will be given preference. Employment Equity targets of the Department will be adhered to.***

- APPLICATIONS** : be forwarded to [applications@ectreasury.gov.za](mailto:applications@ectreasury.gov.za) / Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Tyamzashe Building, Bhisho; 5605.
- FOR ATTENTION** : Ms Bonelwa Ndayi
- CLOSING DATE** : 19 March 2021
- NOTE** : Applications must be submitted on Z83 form, obtainable at 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) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident 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 shortlisted 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. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to 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/>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Should an application be received using the incorrect application for employment (Z83), it will not be considered. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.



## MANAGEMENT ECHELON

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 08/142</u></b>  | : | <b><u>DIRECTOR: FINANCIAL MANAGEMENT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT REF NO: PT 01/03/2021</u></b><br>Fixed Term of 12 Months Contract<br>Purpose: To manage and facilitate the provision of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).   |
| <b><u>SALARY</u></b>       | : | R1 057 326 per annum (Level 13), An all-inclusive remuneration   |
| <b><u>CENTRE</u></b>       | : | Head Office-Bhisho   |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, B. degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years 'work experience at middle management level (Deputy Director Level) in financial management. A minimum of 2 years' experience working with BAS /LOGIS will be an added advantage.  |
| <b><u>DUTIES</u></b>       | : | Manage The Provisioning of Financial Administration and Payment Services for the Project: To provide financial management support for the effective and efficient management of assigned duties stemming from the PFMA Section intervention in the DOH. To provide effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Ensure implementation of approved and signed Delegations of Authority. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure accuracy, completeness and validity of financial reporting on the project milestones and deliverables. Verify and validate the accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Verify and authorise the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Support the project stakeholders' communication and information sharing through the use of financial management information. Participate in meetings with DOH, OTP and PT Task Team members. Ensure financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. MANAGE AREA OF RESPONSIBILITY: Manage the performance of the deployed human resources. 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 timeous 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 subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management |
| <b><u>ENQUIRIES</u></b>    | : | B Ndayi Tel No: 040 1010 072/71  |
| <b><u>POST 08/143</u></b>  | : | <b><u>DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: PT 02/03/2021</u></b><br>(Fixed 12 Months Contract)   |
| <b><u>SALARY</u></b>       | : | R1 057 326 per annum (Level 13), An all-inclusive remuneration   |
| <b><u>CENTRE</u></b>       | : | Head Office-Bhisho   |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, B. degree (NQF Level 7) or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering. Minimum of 7 years' relevant experience in management of infrastructure delivery programmes.   |
| <b><u>DUTIES</u></b>       | : | To institutionalise infrastructure procurement planning, policy, norms and standards. To facilitate the institutionalisation of the Infrastructure Delivery Management System (IDMS) within procurement processes and related forward and backward linkages. To facilitate the institutionalisation of the Framework for Infrastructure Delivery & Procurement Management (FIDPM) within IDMS procurement processes. To develop infrastructure procurement strategies that address the socio-economic developmental targets in the Province. To manage monitoring and evaluation systems related to IDMS compliance in terms of the  |

FIDPM stage gate approvals. To provide guidance for innovative procurement strategies (panel of service providers, period contracts, framework contracts, etc.). To review procurement strategies per programme / project with respect to delivery targets, project integration and efficiencies of scale. To manage the co-ordinated and co-opted SCM processes, including: tender adverts, quality review of proceedings from tender committees; tender awards; procurement timeframes; and, provide guidance to mitigate procurement delays. Ensure infrastructure procurement plans are credible. Monitor, evaluate and report on infrastructure procurement and major capital projects. Maintain a database of contract awards and blacklistings, and conduct continuous risk assessment of workload and performance from service providers. Provide contract management support to departments (variation orders, deviations, dispute resolution and contract execution). Support compliance with the CIDB standard for uniformity, LEDPF and SMME development. Manage relations with clients and provide project leadership. Develop, establish and manage procurement information systems. Contribute to team and own performance, as well as, knowledge sharing and quality circles.

**ENQUIRIES**

: B Ndayi Tel No: 040 1010 072/71

**OTHER POST**

**POST 08/144**

: **PERSAL SUPPORT AND ADMINISTRATION REF NO: PT 03/03/202 (X2 POSTS)**  
(Fixed Term Contract of 12 Months)

**SALARY CENTRE REQUIREMENTS**

: R257 508 per annum (Level 07)  
: Head Office-Bhisho  
: National Senior Certificate, B. degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of PERSAL system. Copy of PERSAL course(s) must be attached. At least 2 years' (experience in a PERSAL environment). Knowledge of regulations related to Human Resource Management. Skills: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

**DUTIES**

: Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision making.

**ENQUIRIES**

: B Ndayi Tel No: 040 1010 072/71

**DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

***The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.***

**APPLICATIONS** : **Alfred Nzo Region (Mount Ayliff):** Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- or Post to Private Bag X3556, Kokstad, 4700.  
**Sarah Baartman Region (Port Elizabeth):** Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries:

**FOR ATTENTION** : Ms N.H Malgas  
**CLOSING DATE** : 19 March 2021  
**NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to [www.dpsa.gov.za/](http://www.dpsa.gov.za/) or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

#### **OTHER POST**

**POST 08/145** : **ASSISTANT DIRECTORS: EPWP TECHNICAL SUPPORT SERVICES (X6 POSTS)**  
 (1 Year Contract)

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Alfred Nzo Regional Office Ref No: DPWI 01/03/2021 (X3 Posts)  
 Sara Baartman Regional Office Ref No: DPWI 02/03/2021 (X3 Posts)

**REQUIREMENTS** : National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in Social Sciences/Public Administration/Public Management/Community Development/Development Studies. Four (4) years working experience in EPWP environment of which three (3) years must be at a supervisory level or salary 7 or 8. A valid driver's license. Operating in a Built environment will be an added advantage. Knowledge and Skills: Knowledge of Construction Industry and Project Management. Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution /Problem Solving.

**DUTIES** : Provide technical support to municipalities implementing Emerging Contractor Development: Facilitate and manage implementation of the programme; continuously monitor the development of the projects; Compile feedback reports on the programme; Ensure improved performance of staff on the current projects. Provide assistance in quality assurance of assets constructed; Compile and submit updated reports on progress and management of large projects model. Facilitate planning for EPWP/ Projects and monitor adherence to EPWP prescripts: Engage relevant stakeholders around the objectives of EPWP. Provide support to public bodies to ensure compliance with EPWP guidelines. Provide tender and design guidelines to ensure proper labor intensive execution of projects. Inform the relevant municipality about planned projects to be implemented within its

boundaries. Provide assistance to public bodies in identifying suitable EPWP projects. Develop plans to meet targets. Ensure alignment within existing planning mechanism such as IDP/SDBIP submissions. Facilitate and monitor project designs: Engage stakeholders on particular policies and procedures. Conduct workshop to public bodies in labor intensive methods. Provide assistance to municipalities in setting and proclaiming EPWP wage rate. Review and align municipality contracting documents to EPWP guidelines and Supply Chain Management processes. Facilitate training of contractors in labor intensive methods of construction. Facilitate and monitor reporting and performance of projects: Support public bodies to develop effective management information systems and processes. Provide assistance in ensuring that reporting is done on EPWP projects implemented. Review progress of public bodies, including reviewing site visit reports and performance information. Manage generation of reports. Identify and understand blockages to implementation and developing innovative methodologies for resolving them. Monitor implementation of planned interventions. Submit monthly reports on the municipality performance. Give monthly feedback to municipality officials and activate project interventions where necessary. Report monthly to the joint infrastructure team. Provide assistance on the implementation of EPWP Integrated Grant: Determine parties eligible for EPWP grant as well as basis for its allocation and distribution. Ensure that signed agreement meets EPWP targets and requirements. Monitor project implementation and management. Report on performance and achievements of set targets. Make necessary interventions on non-performing projects and report thereof.

**ENQUIRIES**

: Alfred Nzo Region (Mount Ayliff): Ms N Gcabi Tel No: 039 254 6842 or Ms L Mncwabe Tel No: 039 254 6764  
Sarah Baartman Region (Port Elizabeth): Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**

: Should be forwarded to Noluthando.nyalela@ecdsd.gov.za. NO hand delivered applications will be allowed due to COVID 19.

**CLOSING DATE**

: 19 March 2021

**NOTE**

: Applications must be submitted on the new Z83 Form prescribed by DPSA, accompanied by detailed curriculum vitae, copies of qualification(s), identity document (certified in the past 6 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 copies 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. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA 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.

**OTHER POST**

**POST 08/146**

: **AUDIT COMMITTEE MEMBER REF NO: DSD01/03/2021**

**SALARY**

: The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting

(including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.

**CENTRE REQUIREMENTS**

: Head Office  
: National Senior Certificate, plus a tertiary qualification in Security Management, Strategic Management, Corporate Governance, Social Work, Public Management, Business Management or any relevant qualification. A candidate must have operated at an Executive Level of an organization for a minimum of five (5) years. Served in the Audit Committee or any governance structures for the minimum of two (2) years. Be a member of recognized professional body. Understanding of the oversight regulatory framework governing public sector in terms of PFMA, Treasury Regulations, etc. is required. Competencies: Be independent and knowledgeable with experience in participating in the governance structures. Be able to dedicate time to the activities of the Audit Committee. Have a strong analytical ability, and good communication skills. Be able to lead Risk Committee meetings as the Chairperson.

**DUTIES**

: Monitor and review effectiveness of the Internal Audit Function including approval of Internal Audit Coverage Plans. Review AGSA' independence and objectivity and the effectiveness of the audit process. Review AFS for abnormal and/or significant transactions of the entity and the disclosure thereof in the AFS. Consider the Entity's risk and ethics management strategies and policies. Monitor and review financial and non-financial performance of the Department against set goals. Review the adequacy and effectiveness of the internal control and governance systems. Review compliance with legal and regulatory provisions. Report directly to the Audit Committee on Risk Management activities in the Department. Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Social Development. Preference will be given to candidates with experience in Strategic Management, Monitoring & Evaluation or any core business related operations.

**ENQUIRIES**

: can be directed to Ms. N Nyalela-Mnqanqeni @ 068 242 2270

**DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE**

***The Department of Sport, Recreation Arts and Culture 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**

: can be emailed to: [3d0d2543.ecsra.gov.za@emea.teams.ms](mailto:3d0d2543.ecsra.gov.za@emea.teams.ms)  
**Head Office:** Post to: The Acting Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605  
**Chris Hani District:** Attention Mr. X. Kwanini 045 492 0030 / 065 596 8907, Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320, Hand deliver to: No. 6 Ebden Street, Queenstown, 5319  
**OR Tambo District:** Attention Mr. Mdlangazi Tel: 047 495 0671/ 082 370 5088, Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mtata, 5100, Hand deliver to: human Resource Management, 6<sup>th</sup> Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.  
**Alfred Nzo District:** Attention Mr Gugwana: 039 254 0960 / 082 542 4726, Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff.

**CLOSING DATE**  
**NOTE**

: 19 March 2021 @ 12H00  
: Applications must be submitted on Z83 form, obtainable at 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) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident 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 shortlisted 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. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

### **MANAGEMENT ECHELON**

- POST 08/147** : **DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: DSRAC 02/03/2021**
- SALARY** : R1 057 326 per annum (Level 13), (An all-inclusive remuneration)
- CENTRE** : Head Office
- REQUIREMENTS** : National Senior Certificate, An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of BCom or Financial Management with Accounting as a major together with 5 years of experience at a middle/senior managerial level. A minimum of 10 years relevant experience in Financial Management. Valid driving license (code B) Recommendations: Analytical & research skills (Advanced). Leadership Skills. Communication/presentation skills (advanced). People management -, Change Management - & Financial Management skills. Project management skills. Knowledge and understanding of accounting standards and practices including International Financial Reporting Standards (IFRS), Generally Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP). Knowledge of accounting principles. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). It is a DPSA requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts.
- DUTIES** : Managing the administration of expenditure within the Department and report on a monthly basis on the income and expenditure of the Department. Prepare the Annual Financial Statements that are in compliance to the GRAP standards. Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting impacts on the Department. Prepare the budgets for the approval for the Accounting authority. Prepare the quarterly compliance report of the Department in compliance with National Treasury requirements. Manage the banking and accounts payable sections. Coordinate the Departmental annual financial audit. Coordinate the month end process of the Department. Act as the secretariat for the budget advisory committee and deliver an effective and efficient financial management support service to the Accounting Officer. Ensure compliance to the PFMA, Treasury regulations, other relevant Acts, and accounting standards and practices. Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.
- ENQUIRIES** : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766

## OTHER POSTS

**POST 08/148** : **CHIEF CONSTRUCTION PROJECT MANAGER (EXTERNAL) REF NO: DSRAC 01/03/2021**

**SALARY** : R1 042 827 per annum, (OSD), (An all-inclusive remuneration)

**CENTRE** : Head Office

**REQUIREMENTS** : National Senior Certificate; National higher diploma or B. Tech or Honours Degree (NQF Level 7/8 as recognized by SAQA) in Built Environment field. 6 years' experience as a registered Professional Construction Project Manager with SACPCMP is required. A valid code 8 driver's license. Compulsory registration with SACPCMP as a Professional Project Manager on appointment.

**DUTIES** : Manage the execution of project management strategic through the provision of appropriate structure, systems and resources. Set project standards, specification and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiency according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment or services. Ensure that the needs of the clients are interpreted into clear and manageable scope of work. Coordinate the work of various Professionals to ensure the required design and documentation quality as well as al delivery in accordance to project execution plans. Ensure that appointment consultants manage the quality of work within their professional scope and responsibility. Prepare and submit project performance reports to the Head of Department. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the department and with stakeholders.

**ENQUIRIES** : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766

**POST 08/149** : **DEPUTY DIRECTOR: SPORT & RECREATION REF NO: DSRAC 04/03/2021**

**SALARY** : R869 007 per annum (Level 12), (An all-inclusive remuneration)

**CENTRE** : OR Tambo District

**REQUIREMENTS** : National Senior Certificate, National Diploma / B Degree NQF level 6/7 in the field of Sport & Recreation coupled with 5 years' experience in the field of Sport & Recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement Conditional Grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem-solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. Provision of strategic leadership in the sport and recreation unit. Management of Sport and Recreation staff members through implementation and monitoring Human Resource affairs such as leave management, Performance Management Development System, manage and monitor attendance of employment, manage policies related to conduct of employees, manage conflict and grievance processes. A valid code 08 driving license.

**DUTIES** : Planning of the sub-directorate and district operational plans and business plans. Ensure compliance of sport and recreation programmes with Conditional Grant Framework. Preparation of budget planning, procurement plans and cash flow projections in line with the departmental Business Plan, Provincial and National directives. Synchronisation of operational and business plans with budget both fiscal and grant allocations as guided by the PFMA. Facilitate Stakeholder consultation Forums for purposes of plenary, monitoring & evaluation. Facilitate the implementation of mass participation programmes in the four areas, namely: - Club Development and Federation Affairs programmes, Recreation Development and Siyadlala programmes, School Sport programme and Academy of Sport (High Performance unit). Implement programmes in line with policy directives and Political imperatives. Implement and monitor national directives for the programme.

|                            |   |   |
|----------------------------|---|---|
|                            |   | Manage the utilisation and safe keeping of assets. Promote a productive organisational culture.   |
| <b><u>ENQUIRIES</u></b>    | : | S. Mdlangazi Tel No: 047 495 0671   |
| <b><u>NOTE</u></b>         | : | People with disability and females are encouraged to apply.   |
| <b><u>POST 08/150</u></b>  | : | <b><u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSRAC 03/03/2021</u></b>  |
| <b><u>SALARY</u></b>       | : | R733 257 per annum (Level 11), (An All-Inclusive Remuneration)  |
| <b><u>CENTRE</u></b>       | : | Alfred Nzo District   |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, B Degree or National Diploma NQF Level 6/7 in Public Administration or equivalent with at least 5 years relevant experience in an environment of Financial, HR and Supply Chain Management of which 3 years must be at an Assistant Director Level / Junior Management level. Proven Administration, planning and organisational skills. Strong administration capability and leadership skills. Public Service Act, Public Service Regulations. Proven Managerial and leadership credentials. Computer Literacy. Sound knowledge of government policies and legislative framework. Good negotiation, conflict management, strategic capability, administration and analytical skills. Good communication and presentation skills. Ability to maintain sound reporting procedures. Ability to plan and organize. Ability to compile management reports. Policy analysis and implementation. An understanding of the Public Service Regulatory Framework. Computer literacy in all MS Office packages. A Valid code 08 driving license.   |
| <b><u>DUTIES</u></b>       | : | Management, monitoring and coordination of Human Resources, Finances, Supply Chain Management and general administration of physical resources. Strategic planning, public procedures and practices. Implement policies and legislation relating to Public Service in general. Perform general managerial functions and supervision. Compile reports and submit to top management. Ensure effective management of all physical assets.  |
| <b><u>ENQUIRIES</u></b>    | : | M. Gugwana Tel No: 039 492 0297   |
| <b><u>POST 08/151</u></b>  | : | <b><u>DEPUTY DIRECTOR: COMMUNITY LIBRARY SERVICES (EXTERNAL) REF NO: DSRAC 05/03/2021</u></b>   |
| <b><u>SALARY</u></b>       | : | R733 257 per annum (Level 11), (An All-Inclusive Remuneration)  |
| <b><u>CENTRE</u></b>       | : | Head Office   |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, A B. BIBL or B. Tech Degree or Post Graduate Diploma in Library and Information Science or equivalent qualification with a minimum of three (3) years' experience at Assistant Director level in the Library and Information Services field. Knowledge of Finance and Human Resources. Good computer and negotiation skills. Good research and analytical skills. Knowledge on all applicable Public Service Legislations and Treasury regulations. Knowledge on procurement directives and Departmental policies and policy formulation. Good interpersonal relations. Strong customer ethic. Must be able to think strategically and be service-orientated. Must be in possession of valid code 08 drivers' license.   |
| <b><u>DUTIES</u></b>       | : | Manage all Conditional Grant activities. Represent and give input on the grant implementation in Library Service and DSRAC strategic planning. Chair/ attend planning meetings of Conditional Grant. Liaise with Municipalities. Consult with DSRAC District Management Municipal Library Service Management. Attend DAC and Treasury meetings with regard to conditional grant. Manage annual allocation of Library subsidy transfers to Municipalities and Conditional Grant Funds. Compiling MTEF budget for the conditional Grant. Manage the annual project budget process. Establish, manage coordinate financial monitoring mechanisms. Ensure that expenditure is in line with business plan, PFMA and Treasury Regulations. Monitor and evaluate Municipal Financial reports. Coordinate inputs for Library Services annual budget process. Control and Monitor payments of all purchases and transfer payments. Develop and maintain a sound internal control and risk management system for the conditional grant. Manage MOAs business plans and other outputs of the conditional grant. Human Resource Management I.e. Coordinate evaluate, and handle staff reports and staff performance. Administrative Management. |
| <b><u>ENQUIRIES</u></b>    | : | N. Siyongwana Tel No: 043 492 0933 / 066 474 2766   |



**POST 08/152** : **ASSISTANT DIRECTOR: LANGUAGE SERVICES (AFRIKAANS, SESOTHO & ENGLISH) REF NO: DSRAC 11/03/2021**

**SALARY** : R470 040 (Level 10), (An all-inclusive remuneration)

**CENTRE** : Head Office

**REQUIREMENTS** : National Senior Certificate, plus B.A degree with Afrikaans/SeSotho and English being majors and another at a lower level; or a Degree/ Diploma in Translation/ Interpreting with a minimum of 3 years' experience in translation and interpreting at supervisory level. Knowledge of language and language related issues such as National Language Act, 2012; EC Use of Official Languages Act, 2016. Experience in translation and working in language related environment. Good written and verbal communication skills. Knowledge of provincial language policy. Good Report Writing Skills; Computer literacy and good interpersonal relations; knowledge of excel and Power Point. Ability to translate technical and legal documents in at least two of the Eastern Cape official languages. Should be able to work independently and under pressure and be prepared to work after hours or during weekends when need arises. Computer literacy. Bilingualism/ Multilingualism. High Proficiency in language, spelling, grammar. Creative thinking. Customer Service orientated. Problem analysis Self – driven. High level of diligence and competence. A valid code 08 driver's license is a must.

**DUTIES** : Coordinate and Supervise Language Development projects in the province, such as Manuscript Development; Creative Writing Workshops etc. Provide and facilitate any language related development initiative, such as language festivals, creative writing workshops. Provide interpreting service when required.

**ENQUIRIES** : R. Swartbooi Tel No: 043 492 0949 / 072 210 6001

**NOTE** : Preference will be given to qualifying female applicants.

**POST 08/153** : **ASSISTANT DIRECTOR: INFRASTRUCTURE & COMMUNITY DEVELOPMENT (EXTERNAL) REF NO: DSRAC 06/03/2021**

**SALARY** : R376 596 per annum (Level 09), (An all-inclusive remuneration)

**CENTRE** : Head Office

**REQUIREMENTS** : National Senior Certificate, A relevant B Degree in (Quantity Surveying) or in Construction Management and at least 2 to 3 years' experience in Government Department within Built Environment. Knowledge of public Service Act; Legislation; Policies; Prescript and Procedures. Knowledge of Infrastructure project management; Contract Management (JBCC, NEC) and Construction Regulations. Must be in possession of a valid code 8 driver's license.

**DUTIES** : Facilitate planning and execution of projects. Coordinate the appointment of the Implementing Agent, Consults and Contractors. Provide an updated data of the Departmental Infrastructure Projects to External Stakeholders. Monitor evaluate and report on construction process. Provide administration support on construction projects. Ensure safe environment and maintain good relations with Consultants and Construction. Ensure implementation of recommendations from Safety Audit report. Ensure Infrastructure Project are labour Intensive and comply with the principle of the Extended Pubic works Program. Provide administration support to the unit and staff.

**ENQUIRIES** : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766

**POST 08/154** : **ASSISTANT DIRECTOR: PROVINCIAL LIBRARIES (EXTERNAL) REF NO: DSRAC 07/03/2021**

**SALARY** : R376 596 per annum (Level 09), (An all-inclusive remuneration)

**CENTRE** : Head Office

**REQUIREMENTS** : National Senior Certificate, A Degree / Diploma in Library and Information Science or equivalent qualification with 3 years' experience in a similar environment with at least 3 years supervisory experience. Knowledge of Government prescripts, Ability to work with the public, research skills, team buildings. Planning and organising, report writing, managerial skill, conflict skills, analytic skills, interviewing skills, project management skills. Financial management, negotiation skills, policy interpretation, Good interpersonal relations kills. Ability to work under pressure and work irregularly hours. Innovative. Good written and verbal communication. Team wok building, presentation skills. A valid driving license.

- DUTIES** : Co-ordinate and collate library and information services information. Facilitate the signing and monitoring of SLAS with Municipalities. Provide support to district LIS. Compile monthly and quarterly reports for the section. Facilitate planning and organisation for the section. Responsible for developing budget for the section and monitoring its sending. Co-ordinate all LIS marketing and awareness campaign. Assist in policy formulation and co-ordination. Establish relationship with libraries and other library related stakeholders. Co-ordinate the formation of library structure. Will be required to work long hours. Extensive travelling.
- ENQUIRIES** : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766
- POST 08/155** : **ASSISTANT DIRECTOR: LIBRARIES (EXTERNAL) REF NO: DSRAC 08/03/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09), (An all-inclusive remuneration)  
: Mdantsane Library  
: National Senior Certificate, A Degree/ Diploma in Library and Information Science or equivalent coupled with 3 years' experience in the field, 3 years supervisory experience> Must be able to interpret policies and implement strategies. Good management and communication skills. Sound knowledge of collection development and SLIMS. Computer literacy. A valid code 08 driving license.
- DUTIES** : Facilitate Supervise and manage staff within the district and Public Libraries. Develop and implement strategic plans of the section. Develop operational plans and manage the sections budget. Oversee the collection development for the public libraries. Establish and maintain relationships with municipalities. Identify training needs and organize workshops for staff.
- ENQUIRIES** : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766
- POST 08/156** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DSRAC 09/03/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09), (An all-inclusive remuneration)  
: Head Office  
: National Senior Certificate, B. Degree (NQF Level 7) or equivalent qualification in Accounting or Auditing, coupled with at least 3 years' experience in the field of Risk Management of which 3 years must be at supervisory level. Knowledge of Public Sector legislative framework, PFMA, Treasury Regulations, National Treasury Risk Management Framework and Public Sector Anti-Corruption Strategies. Computer Literacy. Report writing skills, proven communication and good presentation skills. Ability to review policies, internal control measures, procedure manuals and departmental circulars. A registration with the institute of Risk Management (RIMSA) will be an added advantage. A valid code 08 Driving license.
- DUTIES** : Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers. Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers. Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers. Support the development and implementation of fraud and corruption management policies and procedures for the department. Investigate complaints and allegations of fraud and corruption lodged with the risk management in accordance with the relevant prescripts. Develop and maintain

|                            |   |  |
|----------------------------|---|--|
|                            |   | proper information management system for recording and reporting on corruption cases. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations with appropriate findings, recommendations and advice. Provide continuous support to managers and staff to prevent fraud and corruption related risks. Provide information to all relevant stakeholders on corruption incidents and cases investigated by the risk unit monthly, quarterly or as and when required to do so.<br>R. Swartbooi Tel No: 043 492 0949 / 072 210 6001   |
| <b><u>ENQUIRIES</u></b>    | : |  |
| <b><u>POST 08/157</u></b>  | : | <b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DSRAC 10/03/2021</u></b>   |
| <b><u>SALARY</u></b>       | : | R376 596 per annum (Level 09), (An all-inclusive remuneration)   |
| <b><u>CENTRE</u></b>       | : | OR Tambo District  |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, National Diploma NQF level 6 in Human Resources Management / Industrial Psychology / Public Administration / Business Management. At least 3 years in Human Resources of which at least 3 years must be at supervisory level. A good understanding of the relevant government regulatory framework. Good knowledge of Persal System, Recruitment, Public Service Act, Employment Equity Act, PFMA and Establishment. Proven leadership, strategic management, financial management and people management skills. Excellent administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 Driving license.  |
| <b><u>DUTIES</u></b>       | : | Provide strategic guidance and advice in respect of Human resource management and Administration services. Ensure management of human resource planning, post provisioning and policies are developed, implemented, monitored and reviewed. Ensure that effective and efficient recruitment, selection, appointment and retention strategies are in place to promptly fill vacant posts. Ensure overall departmental compliance with human resource legislation, policies and sound human resource practices. Maintain and enhance PERSAL control and conduct high level analyses of trends and risks. Active involvement in the compilation of service delivery improvement programme, and an information resource plan, for Corporate Services Administrative Support. Direct responsibility for the efficient, economic and effective control and management of compensation of employee budget and expenditure. Facilitate rendering of Auxiliary services in respect of office services, registry and registry management services. |
| <b><u>ENQUIRIES</u></b>    | : | S. Mdlangazi Tel No: 047 495 0671  |
| <b><u>POST 08/158</u></b>  | : | <b><u>EXECUTIVE ASSISTANT (PA): DISTRICTS</u></b>  |
| <b><u>SALARY</u></b>       | : | R257 508 per annum (Level 07), (An all-inclusive remuneration)   |
| <b><u>CENTRE</u></b>       | : | Alfred Nzo District: Ref No: DSRAC 12/03/2021<br>Chris Hani District: Ref No: DSRAC 13/03/2021   |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, National Diploma in Public Management or Public Administration. A minimum of 1 – 2 years' experience working in Public Sector. Experience in working in the Office of the District Director is essential. Knowledge and experience of the Director's office's needs and business. Knowledge and experience of Government's policies and relevant prescripts and procedures. Willingness to work extended hours. Excellent communication and analytical skills. Computer literacy with emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Good verbal and written communication skills. A valid code 08 driver's licence.  |
| <b><u>DUTIES</u></b>       | : | Devising and maintaining office systems, including data management and filing. Arrange travel and accommodation for the District Director, Corporate Services Manager and SPU Assistant Manager. Taking dictation and minutes. Monitor budget and other financial records for the Office of the District Director. Scrutinise visitors to the Office of the District Director and direct them to relevant offices or officials. Keep record of all incoming and outgoing mail/correspondence. Consolidate weekly itineraries, request, scrutinise and consolidate reports (weekly, monthly & quarterly) and submit them to the General Manager's office. Prepare and submit Travel and Subsistence (S&T) claims for the District Director. Maintain diary and manage appointments. Manage assets of the office and monitor attendance  |

- register. Arrange away meetings and workshops from the office. Arrange management and staff meetings, prepare agendas and take minutes. Conduct procurement for the Office of the District Director.
- ENQUIRIES** : M. Gugwana Tel No: 039 492 0297  
X. Kwanini Tel No: 045 492 0030
- POST 08/159** : **EXECUTIVE ASSISTANT (PA): OFFICE OF THE HOD REF NO: DSRAC 14/03/2021**
- SALARY** : R257 508 per annum (Level 07), (An all-inclusive remuneration)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate, National Diploma in Public Management or Public Administration. A minimum of 1 – 2 years' experience working in Public Sector. Knowledge of Public sector policies and frameworks. Computer literacy with strong emphasis on MS: Word, Power point and Excel. Ability to work independently. Good verbal and written communication skills. A valid code 08 driver's licence.
- DUTIES** : Provide administrative support to the Head of Department. Ensure the effective flow of information and document to and from the Head of Department. Ensure safekeeping of all documents in the office of the Head of Department, scrutinize routine submissions/reports and make notes and/or recommendations for Head of Department. Manage the diary of the Head of Department and ensure that travel arrangements are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register for the Head of Department with the Office of the MEC. Coordinate logistical arrangements for meetings when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Head of Department, compile draft letters and submissions as requested. Perform any other administrative duties required by the Head of Department.
- ENQUIRIES** : R. Swartbooi Tel No: 043 492 0949 / 072 210 6001

#### **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 and postal applications will be allowed due to COVID 19. Applicants can apply online through E-recruitment system using the following link <https://erecruitment.ecotp.gov.za>
- FOR ATTENTION** : Mr M Ngcobo / Mrs N Nyamakazi 043 604 7458 / 7455  
**CLOSING DATE** : 19 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/>.

#### **OTHER POSTS**

- POST 08/160** : **CHAIRPERSON OF THE AUDIT COMMITTEE (AC) REF NO: DOT 01/03/2021**  
The department hereby invites suitably qualified person to serve on the Audit Committee (AC) of the Department. The department seeks to appoint one (1) person as a Chairperson of Audit Committee for a period of three (3) years, with effect from 1 July 2021. Preference will be given to candidates residing permanently within the Eastern Cape.
- SALARY** : The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting (including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.
- CENTRE REQUIREMENTS** : Head Office  
National Senior Certificate, A postgraduate qualification in finance, administration, governance, internal or external auditing, risk management, information technology, human resource management or performance management is required with at least 10 years' experience at a senior level; and membership of a recognized professional body. Must have a strong financial management, auditing, risk management, strategy, and/or information technology background and appropriate experience in the environment; qualifications and experience related to governance, finance, strategy and information technology will be beneficial; be independent and have knowledge commensurate with the status of the position; and have personal qualities and the ability to lead discussions; have extensive leadership skills, and prior experience of serving on an well-functioning audit committee of a medium to large organization; have an active interest in the optimal functioning of the organization, and display the highest levels of integrity and objectivity.
- DUTIES** : Fulfil the statutory roles of the audit committee in terms of the PFMA, Treasury Regulations and other applicable regulatory frameworks. Help to strengthen objectivity and the credibility of financial and operational reporting. Monitor the performance of the internal audit activity. Monitor management responses to reported weaknesses, control deficiencies and make recommendations for improvement.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 08/161** : **AUDIT COMMITTEE MEMBERS REF NO: DOT 02/03/2021 (X3 POSTS)**  
The department hereby invites suitably qualified person to serve on the Audit Committee (AC) of the Department. The department seeks to appoint three (3) Audit Committee Members for a period of three (3) years, with effect from 1 July 2021. Preference will be given to candidates residing permanently within the Eastern Cape.
- SALARY** : The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting (including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of

government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.

**CENTRE  
REQUIREMENTS**

: Head Office  
:  
: National Senior Certificate, Minimum requirements of a tertiary qualification in either financial accounting, auditing, risk management, strategy, information technology, governance, administration or economics with at least 5 - 10 years' experience, at a senior level, in the public sector. Must have a strong financial management, auditing, risk management, strategy, and/or information technology background and appropriate experience in the environment. Be independent and have knowledge commensurate with the status of the position. Demonstrate experience in participating in well-functioning audit committees of a medium to large organization. Have the ability to dedicate time to the activities of the AC. Analytical reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which provincial departments operate. Knowledge and understanding of the challenges faced. Knowledge and understanding of social and infrastructure environments in the public sector.

**DUTIES**

: Fulfil the statutory roles of the audit committee in terms of the PFMA, Treasury Regulations and other applicable regulatory frameworks. Help to strengthen objectivity and the credibility of financial and operational reporting. Monitor the performance of the internal audit activity. Monitor management responses to reported weaknesses, control deficiencies and make recommendations for improvement.

**ENQUIRIES**

: 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** : 19 March 2021  
**NOTE** : Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form 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." 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.

**MANAGEMENT ECHELON**

**POST 08/162** : **CHIEF DIRECTOR: HUMAN RESOURCE AND PLANNING REF NO: H/C/15**  
 Re-Advertisement (Those who previously applied are encouraged to apply)

**SALARY** : R1 251 183 per annum (Level 14), (All-inclusive remuneration package)  
**CENTRE** : Corporate Office: Bloemfontein  
**REQUIREMENTS** : A SAQA recognized NQF Level 7 Degree or B. Tech in Human Resource Management/Human Resource Development/ Labour Relations or Labour Law / Public Management/ Public Administration/ Industrial Psychology or related field. Proven strategic management and leadership skills. 5 years Human Resource Management experience at Senior Management Service level. Post graduate qualification is an advantage. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. A valid driver's license. Knowledge and Skills: Strategic capabilities and leadership skills, Analytical Skills, Financial Management Skills, People management Skills, Policy analysis and development skills, Project Management Skills, Good Communication Skills (Verbal and Written) and Literacy Skills. Knowledge: Sound knowledge and understanding of Public Service Act and Regulations, Labour Relations Act, National Health Act, Skills Development and Levies Acts, Nursing Education Act, Public Finance Management Act.

**DUTIES** : Provide Strategic leadership with respect to provisioning of human resource management and planning services. Human resources development, labour relations and Free State School of Nursing. Provide support to all institutions in relation to all HR matters and manage the resources of the Chief Directorate.

**ENQUIRIES** : Mr M W Fikizolo Tel No: (051) 408 1113/1112

**APPLICATIONS** : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION** : Me R Stallenberg

**POST 08/163** : **CHIEF EXECUTIVE OFFICER REF NO: H/C/11**

**SALARY** : R1 057 326 per annum (Level 13)

**CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital: Qwaqwa

**REQUIREMENTS** : Health Professional Qualification or equivalent recognized by SAQA. Post Graduate Qualification in Public Health, Health Management/Leadership. Current Registration with relevant Health Professionals Statutory Body. Minimum of 5 years' continuous management experience in Health Sector on Middle/Senior Management Level. Must be a South African Citizen with a valid ID and Driver's License; and must provide Security Clearance. Knowledge and Skills: Knowledge: Must have Computer Skills Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: Leadership, Organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic programmes, Good Communication skills. Presentation skills.

**DUTIES** : Develop, implement and maintain financial management systems, policies and procedures to ensure the effective and efficient management of the hospital in terms of relevant acts and delegations. Develop, implement and maintain human resource management strategy, policies, systems and procedures to ensure the effective and efficient utilization of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Prepare a strategic plan for the hospital to ensure that its services are in line with the National, Provincial, Regional and District strategies. Ensure that the hospital is managed within a sound framework of corporate governance principles. Implement an appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost effective, in terms of the Provincial delegations and as required by the PFMA. Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspects of patient care and ensure high standards of patient care. Serve on various internal and external committees, and provide input into the development of Provincial policy and strategy on the management of hospitals and the provision of health/medical care. Create an enabling environment to promote the academic development of medical students and associated health care professionals/practitioners.

**ENQUIRIES** : Dr PM Molokomme (Acting DDG: Clinical Health services) Tel No: (051) 408 1864

**APPLICATIONS** : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION** : Me R Stallenberg

#### OTHER POSTS

**POST 08/164** : **CHIEF EXECUTIVE OFFICER: REF NO: H/C/14**

**SALARY** : R869 007 per annum (Level 12)

**CENTRE** : National District Hospital, Bloemfontein

**REQUIREMENTS** : Health Professional Qualification or equivalent recognized by SAQA. Post Graduate Qualification in Public Health, Health Management/Leadership. Current



Registration with relevant Health Professionals Statutory Body. Minimum of 3 years' continuous management experience in Health Sector on Middle Management Level. Must be a South African Citizen with a valid ID and Driver's License. Must provide Security Clearance. Knowledge and Skills: Knowledge: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: Must have Computer Skills. Leadership, Organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic programmes, Good Communication skills.

**DUTIES** : Develop, implement and maintain financial management systems, policies and procedures to ensure the effective and efficient management of the hospital in terms of relevant acts and delegations. Develop, implement and maintain human resource management strategy, policies, systems and procedures to ensure the effective and efficient utilization of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Prepare a strategic plan for the hospital to ensure that its services are in line with the National, Provincial, Regional and District strategies. Ensure that the hospital is managed within a sound framework of corporate governance principles. Implement an appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost effective, in terms of the Provincial delegations and as required by the PFMA. Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspects of patient care and ensure high standards of patient care. Serve on various internal and external committees, and provide input into the development of Provincial policy and strategy on the management of hospitals and the provision of health/medical care. Create an enabling environment to promote the academic development of medical students and associated health care professionals/practitioners.

**ENQUIRIES** : Dr PM Molokomme (Acting DDG: Clinical Health Services) Tel No: (051) 408 1864  
**APPLICATIONS** : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION** : Me R Stellenberg

**POST 08/165** : **DEPUTY DIRECTOR: PNA-8 REF NO: H/D/6**

**SALARY** : R843 618 per annum (OSD)  
**CENTRE** : Regional Training Centre: HRD Corporate Office: Bloemfontein  
**REQUIREMENTS** : An appropriate B Degree/Diploma in nursing or equivalent qualification plus Nursing Education and Nursing Management that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. 3 Years' experience in Management of Training. Valid driver's license. Knowledge and Skills: Computer literacy, Good communication and interpersonal skills. Good understanding of Skills Development Policies and HIV and Aids Management and Treatment Policies, guidelines and related programs. Ability to work independently, strong negotiation and be prepared to work after hours. Be able to drive extensively.

**DUTIES** : Provide strategic leadership and guidance to RTC and other Directorates regarding training issues. Develop RTC policies and standard procedures. Compile RTC Business Plan. Monitor RTC budget. Manage RTC resources. Compile RTC reports. Monitor the quality of training.

**ENQUIRIES** : Me C K Kala, Me G Hurter Tel No: (051) 408 1289

**APPLICATIONS** : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION** : Me R Stellenberg

**POST 08/166** : **MEDICAL OFFICER: GRADE 1-3 REF NO: H/M/4**  
(Applicants might be required to enter into a commuted overtime contract.)

**SALARY** : Grade 1: R821 205 per annum (OSD)  
Grade 2: R938 964 per annum (OSD)  
Grade 3: R1 089 693 per annum (OSD)

**CENTRE REQUIREMENTS** : National Hospital, Bloemfontein

**REQUIREMENTS** : MBCHB or equivalent Degree (Independent Practice): Proof of current registration for 2020/2021. Registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) (Independent Practice) in respect of South African qualified employees. Experience: **Grade 1:** None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner 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 as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Good communication and interpersonal skills. Extensive appropriate experience in Clinical Services and hospital care in South Africa.

**DUTIES** : Rendering of Clinical service, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provides training and leadership to medical interns, nurse and Medical Officers doing Community Service. Maintain quality assurance standards.

**ENQUIRIES APPLICATIONS** : Dr M Malek Tel No: (051) 403 9671

**FOR ATTENTION** : The Chief Executive Officer, Nationals Hospital, Private Bag x20598, Bloemfontein, 9300.  
Me P Mehlwana

**POST 08/167** : **OPERATIONAL MANAGER: PNA-5: INFORMATION REF NO: H/O/6**

**SALARY** : R444 276 per annum (OSD)

**CENTRE** : National Hospital, Bloemfontein

**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Information management experience. Proof of service record. General Nursing. Current registration with the South African Nursing Council (SANC). Proof of service record. Knowledge and Skills: Good communication skills. Ability to work under pressure. Good interpersonal relations.

**DUTIES** : Ensure that holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner. Capture/analyze and interpret high quality aggregated data into DHIS. Obtain quality data on health information from the Section to inform managerial decision making at all levels in the Institution District Health Services (DHS). Capture Health Information into Soft Systems in the facility/District Hospitals to ensure availability of quality data for managerial decision making and planning. Provide quality data for managerial decision making

and planning and in compliance with the Health Act 2003 section 74. Maintain a filing system according to the Information Act and According to the financial years.

**ENQUIRIES** : Me N C Makofane Tel No: (051) 403 9871

**APPLICATIONS** : The Chief Executive Officer, National Hospital, Private Bag x20598, Bloemfontein, 9300.

**FOR ATTENTION** : Me P Mehlwana

**POST 08/168** : **CLINICAL NURSE PRACTITIONER: PNB-I – PNB-2: (MATERNITY) REF NO: H/C/10**

**SALARY** : Grade 1: R383 226 per annum (OSD)  
Grade 2: R471 333 per annum (OSD)

**CENTRE** : Albert Nzula Hospital, Trompsburg

**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current rregistration with the South African Nursing Council (SANC) as Professional Nurse. **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 to above. Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy must be willing to work shifts. Ability to provide holistic care.

**DUTIES** : Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement knowledge and skills in managing high risk of patients in the maternity unit. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the departmental service delivery strategies. Improved perinatal mortality through implementations of the priority programme, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce mobility and mortality programme as per national and provincial guidelines.

**ENQUIRIES** : Me M.E Motloheloa Tel No: (051) 492 2151

**APPLICATIONS** : The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg

**FOR ATTENTION** : Me D.K Lekwala

**POST 08/169** : **CLINICAL NURSE PRACTITIONER: PNB-I – PNB-2: (PAEDIATRICS) REF NO: H/C/11**

**SALARY** : Grade 1: R383 226 per annum (OSD)  
Grade 2: R471 333 per annum (OSD)

**CENTRE** : Albert Nzula Hospital, Trompsburg

**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Child Nursing Science with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current rregistration with the South African Nursing Council (SANC) as Professional Nurse. **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 to above. Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy must be willing to work shifts. Ability to provide holistic care.

**DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and

monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level.

**ENQUIRIES** : Me M.E Motloheloa Tel No: (051) 492 2151  
**APPLICATIONS** : The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg  
**FOR ATTENTION** : Me D.K Lekwala

**POST 08/170** : **CLINICAL NURSE PRACTITIONER: PNB-1 – PNB-2: (THEATRE) REF NO: H/C/9**

**SALARY** : Grade 1: R383 226 per annum (OSD)  
Grade 2: R471 333 per annum (OSD)

**CENTRE** : Albert Nzula Hospital, Trompsburg  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Theatre with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. **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 to above. Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy must be willing to work shifts. Ability to provide holistic care.

**DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level.

**ENQUIRIES** : Me M.E Motloheloa Tel No: (051) 492 2151  
**APPLICATIONS** : The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg

**FOR ATTENTION** : Me D.K Lekwala

**POST 08/171** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: H/A/17**

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

**CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa

**REQUIREMENTS** : A relevant 3-year tertiary qualification (or equivalent qualification) plus 3-5 years' functional experience of which 2 years must be on a Supervisory level. Valid driver's license. Personal Certificates. Knowledge and Skills: Knowledge of HR, General Administration policies. The successful candidate must be able to work under pressure. Good interpersonal and communication skills.

**DUTIES** : Management of HR and All administration sections. Planning, monitoring and evaluation of administration and support. Management of sound Labour Relation in the institution. Management of training in Hospital to ensure holistic development of Human resources. Management of section's budgets to ensure effective and efficient usage of finances. Manage auxiliary and maintenance services in the hospital to ensure efficient and effective service delivery. Act as secretarial of the Hospital Board. Ensure Quality Assurance within Admin and Support Services.

**ENQUIRIES** : Dr B E Mzangwa Tel No: (058) 718 3200

**APPLICATIONS** : The Chief Executive Officer, Mofumahadi Manapo Mopeli Hospital, Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek

**FOR ATTENTION** : Mr. SR Makoko

**DEPARTMENT OF TREASURY**

***The 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 posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.***



**APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein.

**FOR ATTENTION** : Mr. I B Pheello, Fidel Castro Building, Tel. No: (051) 405 5069

**CLOSING DATE** : 19 March 2021

**NOTE** : 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 or subjects should be mentioned in the CV), identity document, driver's license (if required) and a C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. Documents accompanying the C.V. should not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. 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. No e-mailed or faxed applications will be considered. 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. 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. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

**OTHER POSTS**

**POST 08/172** : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: FSPT: 002/21**

**SALARY** : R733 257 per annum (Level 11) (An all-inclusive salary package) (This all – inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate degree or equivalent qualification in the field of Commerce/Supply Chain Management/Public Administration with a minimum of five (5) years relevant experience in a supply chain management environment of which at least three (3) years should have been in a junior management position. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment

Act and supply chain management policies and circulars. Computer literate. Working knowledge of transversal systems such as the LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.

**DUTIES** : Manage and coordinate the implementation and maintenance of the demand and acquisition processes in the Department. Manage and coordinate the implementation and maintenance of contract management processes in the Department. Manage and coordinate the implementation and maintenance of the supply chain risk & performance management processes in the Department. Manage the allocated human resources of the Sub-directorate.

**ENQUIRIES** : Ms. J H Botes Tel No: (051) 405 3983

**POST 08/173** : **SECURITY OFFICER REF NO: FSPT: 003/21 (X2 POSTS)**

**SALARY** : R122 595 per annum (Level 03) (A basic salary)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 10 certificate or equivalent qualification. Completed Basic Security Officer's course. Proof of registration with the Private Security Industry Regulatory Authority (PSIRA). Knowledge of access control procedures. Knowledge of measures for the control and movement of office equipment/documents and store contents. Knowledge of prescribed security procedures and relevant emergency procedures.

**DUTIES** : Perform access control functions. Ensure safety in the building and on the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises in an unauthorised manner. Ensure all incidents regarding security breaches are recorded in the occurrence books/registers.

**ENQUIRIES** : Mr. T P Petersen Tel No: (051) 405 4152

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

**APPLICATIONS** : **Check Enquiries on the Advert Head Office [Ho]** Physical Address: 26<sup>th</sup> Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries  
**District Johannesburg East (JE):** Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109,  
**District Johannesburg North (JN):** Physical Address: Corner Biccard & orrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378,  
**District Sedibeng West (SW):** Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193,  
**District Tshwane West (TW)** Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451  
**CLOSING DATE** : 19 March 2021  
**NOTE** :

It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on New Z83 form, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/knowledge or computer assessment test. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

**ERRATUM:** Please note that the following posts below which were advertised in DPSA Circular 05 of 2021 are withdrawn. Senior Personnel Practitioners: THRS Sub-directorate at Johannesburg North District Ref No: JN2021/02/56, Tshwane West District Ref No: TW2021/02/57, Ekurhuleni South District Ref No: ES2021/02/58, Sedibeng West District Ref No: SW2021/02/59, Sedibeng East District Ref No: SE2021/02/60 and Johannesburg East Ref No JE2021/02/77. The post of Senior Admin Officer in the Assets Management Directorate Ref No: HO2021/02/20, the centre should have been Pretoria (Head Office). The post of HR Practitioner (OHS) Employee Health and Wellness Management in the Performance Management and Development Directorate Ref No HO2021/02/67 should have been advertised as (X4 Posts) and the post of Chief Personnel Officer: Policy and Procedure on Incapacity Leave for ILL Health Retirement (PILIR) in the Transversal Human Resource Services Directorate Ref No: HO2021/02/18, the requirements should read as minimum of 2-3 years relevant experience in the HR working environment at a supervisory level.

**OTHER POSTS**

**POST 08/174** : **ASSISTANT DIRECTOR: SMS AND PS PERFORMANCE MANAGEMENT SYSTEMS REF NO: HO2021/03/01**  
 Directorate: Performance Management and Development

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate three-year National Diploma/Degree in Human Resource Management/ Human Resource Development/ Public Administration plus a

minimum of 3-5 years in the Human Resource environment dealing with Performance Management and Development Matters. Knowledge of Public Finance Management Act. Treasury Regulations. Public Service Act and Regulations. PERSAL / Public procurement procedures and financial related policies. Performance Management and Development policies and prescripts. SMS Handbook/ chapter 4. Skills Development Act. Good Communication Skills. Customer Services. Computer Literacy (MS WORD/ PowerPoint and EXCEL). Conflict and Problem Solving. Ability to work independently. A valid driver's license is essential.

**DUTIES** : Ensure the submission of departmental employees Performance Agreements/ Reviews/ Assessments. Confirm receipt probationary reports to determine first time applicants on the system. Capturing/ processing of Performance Agreements/ Reviews/ Assessments on PERSAL. Receive PMDS documents and ensure correct documents are submitted for compliance. Compile business units pre- and post-moderation performance scores for the moderation committee. Ensure correct implementation/ capturing of PMDS outcomes on PERSAL. Administer the provision of Annual Incentives and Pay Progression on PERSAL. Compile quarterly and annual statistical reports on the implementation of PMDS. Coordinate the submission of PERSAL Reports to the Office of the Premier and DPSA. Compile PMDS (pay progression/ annual incentives) reports. Participate in the development of the Departments Performance Management and Development Systems Policies, Procedures and Guidelines. Conduct workshops as part of PMDS training and implementation, interpreting and explaining the PMDS policies and procedures to the Departmental personnel. Provide advice in dispute/conflict resolution matters pertaining to labour disputes. Ensure Maintenance of Performance Management and Development Systems database/ records. Ensure the storage of PMDS reports and statistics. Ensure maintenance of PMDS electronic and manual records on PERSAL. Provide secretarial and administrative support for meetings and workshops.

**ENQUIRIES** : Ms Motshedi Ramohloki Tel No: (011) 843 6656

**POST 08/175** : **ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSTITUTIONS REF NO: SW2021/03/02**  
Sub- Directorate: Finance and Administration

**SALARY** : R376 596 per annum  
**CENTRE** : Sedibeng West  
**REQUIREMENTS** : An appropriate 3 year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting plus a minimum of 3-5 years relevant working experience. Applicant must be 3 years on supervisory level in the financial management environment. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

**DUTIES** : Ensure effective financial management in all schools (POS, LSEN & Subsidized. Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the



breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.

**ENQUIRIES** : Ms Bertha Mlotshwa Tel No: (016) 594 9207

**POST 08/176** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: HO2021/03/03 (X2 POSTS)**  
Directorate: Education Research and Knowledge Management

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3 year National Diploma/Degree qualification in Information and or Knowledge Management/ Library and information science/Computer Science/Business Information Systems plus 3-5 years relevant experience in Information Science/Information Management/Knowledge Management. Knowledge of Public Service Act and Regulations. Understanding and Knowledge of the National Archives Act No.43 of 1996, Minimum Information Security Standards (MISS), Electronic Communication Act, Promotion of Access to Information Act, Legal Deposit Act, Copyright Act, Public Finance Management Act (PFMA) Good understanding of knowledge management platforms such as Communities of Practices (CoP's) and Portals. They must have excellent computer skills (e.g. Excel, Word and PowerPoint) with database and portal management, a good working knowledge of and experience in electronic content (records) management systems, preferably MS SharePoint, excellent communications skills (both written and verbal), good interpersonal relations skills, planning, organizing and research skills. A driver's license is essential.

**DUTIES** : Facilitate knowledge management within GDE. Identify, record, and upload the identified new knowledge. Share and disseminate knowledge. Identify target group and trending issues from the summaries of the report. Identify awareness platform. Coordinate external awards. Disseminate nomination forms to the relevant units. Conduct best practices interviews. Maintain Experts directory database. Identify internal and external education experts. Capture the information in the expert's database.

**ENQUIRIES** : Ms Faith Tshabalala Tel No: (011) 355 0488

**POST 08/177** : **CHIEF PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND COMPENSATION REF NO: HO2021/03/04**  
Directorate: HRTS  
Re-advertisement and applicants who previously applied for the post are encouraged to re-apply.

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Public Administration plus a minimum of 2-3 years relevant experience in Establishment Administration. Knowledge of PERSAL, Knowledge of CORE, Good knowledge of Establishment Control, Public Service Regulations, Collective Agreement, and all relevant legislation, policies and Procedures within

|                            |   |  |
|----------------------------|---|--|
|                            |   | Human Resource in the public sector. Good Interpersonal skills and communications skills (Verbal and Written). Administrative, Analytical and organisational skills, Supervisory Skills and computer literacy. Ability to work under pressure and long hours during audit process. A valid driver's license will be an added as an advantage.  |
| <b><u>DUTIES</u></b>       | : | To effectively implement and administer organisation and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment. Generate and analyse reports with regards to special THRS projects and other establishment administration related functions. Implement all departmental Transversal HR Policies, strategies and procedures to ensure adherence by the Departmental Personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, manage and assess the performance of subordinates.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms Grace Majola Tel. No: (011) 843 6823  |
| <b><u>POST 08/178</u></b>  | : | <b><u>SYSTEM DEVELOPER REF NO: HO2021/03/05 (X4 POSTS)</u></b><br>Directorate: IT Systems and Support Services   |
| <b><u>SALARY</u></b>       | : | R316 791 per annum   |
| <b><u>CENTRE</u></b>       | : | Head Office, Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate recognized 3-year National Diploma/ Degree in Computer Science / Information Systems/ ICT plus 2 years in Systems Development field. A Certificate in Microsoft Systems Development will be advantageous. Experience in application software development. Knowledge/ certification in Microsoft Azure development platform will be added as advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an added advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC). Knowledge of Systems Development, Various Development Platforms, Project Management, Application Support, Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies. Systems Support. Strong IT Technical Skills. Ability to detect and resolve users queries on time. be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate. |
| <b><u>DUTIES</u></b>       | : | Design and Administration of IT Application Systems. Develop, modify (Configure) existing/ new Application Solutions as specified by the Information Systems. Encoding of system applications by converting work-flow information into computer language. Develop/ design Business Intelligence dashboards. Perform system audits. Testing of Integrated Application Systems Codes for possible updates/ improvements. Maintenance and Support of IT Application Systems. Integration of different platforms in Application Systems development. Train super users (end users) as administrators of newly developed systems. Respond to help-desk queries by providing technical support for existing applications. Perform system back-ups, system recovery and upgrades. Continuous modifications/ enhancements of complex applications. Recording of maintenance and modification of existing Application Systems. Systems Development Projects. Provide technical advice to improve current existing and new Business Requirements. Analysis and recording of project Business Requirements (System Specifications) as per sequence. Update of Central Information Management System (CIMS) Database. Progress Reporting. Compile daily/ weekly reports on modified (configured) Application Systems, tested Integrated Application Systems Codes, system back-ups and Application System recovery and upgrades.                   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Eva Motshwaedi Tel No: (011) 843 6724  |

**POST 08/179** : **INFORMATION TECHNOLOGY SYSTEM TESTER REF NO: HO2021/03/06 (X2 POSTS)**  
Directorate: IT Systems and Support Services

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate recognized 3-year National Diploma/ Degree in Computer Science / Information Systems/ ICT plus minimum 1 year experience in Automation/ Simulation testing environment or 3 years' experience in application software development. A Certificate in Microsoft Systems Development and Knowledge/ certification in Microsoft Azure development platform will be added as advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC). Knowledge of Information Systems Testing and automation. Various Development Platforms. Project Management. Application Support. Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies. Systems Support. Strong IT Technical Skills. Ability to detect and resolve users queries on time. able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate, e.g. SA SAMS.

**DUTIES** : Compilation of Information Systems test cases. Develop test cases for business unit's applications and existing Business Process Models. Regularly update changes on all test cases according to the business requirements specifications. Develop test data to be used in software development life cycle. Perform Information Technology Systems functional tests. Conduct information systems functional use test. Perform negative testing on information systems to detect any deviations in its functionality. Regularly conduct regression tests on all the departments' information systems. Develop a quality assurance document (defect tracking system) that detects inefficiencies for non-testable software. Communicate test results to the System Developers. Compilation and maintenance of Information Technology Systems reports. Identify and fix bugs in the current/ existing Information Systems applications. Develop a Request for Change (RFC) document to be incorporated in the existing business process. Change RFC to change requirements. Re-test the functionality of the application system after bug fixing. Compile test and maintenance reports, that details functionality and regression of information systems for record keeping. Monitor the implementation of the modifications in the existing/ current system. Conduct user-acceptance testing. Develop and document user-acceptance testing standards and guidelines that will meet customer requirements. Identify a sample of users to form a test group. Facilitate the training of system users by conducting workshops as part of implementation.

**ENQUIRIES** : Ms. Phindile Ngobeni Tel No: (011) 843 6740

**POST 08/180** : **APPLICATION ANALYST TECHNICIANS REF NO: HO2021/03/07 (X2 POSTS)**  
Directorate: IT Systems and Support Services

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate recognized 3-year National Diploma/ Degree in Computer Science / Information Systems/ ICT plus minimum of 2 years' experience as a system analyst. A professional certificate in System Analysis /Software Quality Assurance and Knowledge/ certification in Microsoft Azure development platform will be added as advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures,

XML, JSON and Knowledge working with Web API experience like Google Maps API is an added advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC). Ability to interpret the User Requirements Specification (URS). Knowledge of Systems Development, Various Development Platforms. Project Management. Application Support. Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies. Systems Support. Strong IT Technical Skills. Ability to detect and resolve users queries on time. Able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate.

**DUTIES**

: Conduct business requirement analysis. Identify user specifications and requirements of business units and existing Business Process Models. Analyse tasks and activities to be performed by stakeholders. Assist with construction of development plan. Compile a monitoring and evaluation reporting tool for each business unit requirement activities. Analyse systems specifications for Request for Change (RFC) and translate into task specifications for developers. Identify sample of users to test on (RFC) Request for Change on whether it yields desired results. Perform maintenance of all developed and existing data requirements for each of the systems. Perform functional Testing on developed application based on BRS Compile user acceptance reports through a feasibility study. Maintenance of Information Systems business requirements. Conduct site visits on the collection and maintenance of data and gathering of inputs from users. Perform maintenance of all developed and existing data requirements for each of the systems.. Identifying gaps (gap analysis) within the Business Process Model based on the site visit. Regularly maintain information database and repository. Coordinate the implementation of operational processes solutions to be applied in the business environment. Liaise with relevant stakeholders on review and evaluation of designed and modified systems to meet the user's business needs. Facilitate workshops with the subject matter experts and other stakeholders to define and capture business process information in line with the specified requirements. Manage the provision of user and system support for information requests and deliver solutions in line with the demand management escalation process. Information System Management Policies/ Procedures and Guidelines. Provide inputs in the development of information systems governance policies, procedures and guidelines. Conduct desktop research on departmental policies and guidelines. Conduct workshops as part of implementation. Supervision of Staff. Allocate duties to subordinates/ project teams. Manage staff leave. Ensure that staff are assessed in line the Performance Management and Development System. Identify Training Needs for development of staff and stay up-to-date with It latest trends and processes to automate and modernize systems.

**ENQUIRIES**

: Ms. Phindile Ngobeni Tel No: (011) 843 6740.

**POST 08/181**

: **IT SECURITY SUPPORT TECHNICIAN REF NO: HO2021/03/08**  
Directorate: IT Support Services

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

: R316 791 per annum  
: Head Office, Johannesburg  
: An appropriate recognized 3-year National Diploma/ Degree in Information Technology. /Information Systems/ Computer Science plus a minimum of 2 years in technical support experience. A+, N+, Security+ or any IT Security related certification, ITIL. Windows7, 8, 10, XP, 2000, LAN/WAN support will be as an added advantage. Endpoint management. Strong IT Skills, Ability to detect and resolve users queries on time. To be able to work independently as well as teamwork. Telephone etiquette, good customer relation management. Call management. Good problem-solving skills. Good understanding of government system e.g. BAS, PERSAL and SAP. Good verbal and written communication skills. Technical assistant and advice to users. Teamwork skills. Communication skills.IT Skills Good verbal and writing communications skills. Customer relation Teamwork. Valid driver's license is essential.

**DUTIES**

: Ensure all workstations are up to date with latest security definitions. Monitoring of security risks and escalating to the relevant personnel to implement the reduction options. Ensure that all distribution points are updating and fully functional. Deploy software updates and security patches. Managing of GDE enterprise software and

verification. Daily/Weekly security status reports monitoring, tracking, analysis and reporting of logged calls. Conduct Risk assessments and awareness sessions to GDE computer users.

**ENQUIRIES** : Ms. Eva Motshwaedi Tel No: (011) 843 6724

**POST 08/182** : **SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION REF NO: JE2021/02/09**  
Sub- Directorate: Education Support

**SALARY** : R316 791 per annum  
**CENTRE** : Johannesburg East District  
**REQUIREMENTS** : An appropriate recognized three- year National Diploma/Degree in Public Administration /Public Management/Office Management/ Office Administration/Administrative Management plus a minimum of 2 - 3 years' experience in providing administration / office support in Nutrition and Transport. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver's license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

**DUTIES** Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling od documents in line with file plan. Maintain database for NSNP and learner transport Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

**ENQUIRIES** : Ms Elizabeth Moloko Tel No: (011) 666-9109

**POST 08/183** : **SENIOR ADMIN OFFICER, REF NO: HO2021/03/10**  
Chief Directorate: Risk Management

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate recognized 3-year National Diploma/ Degree in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management plus a minimum of 2 - 3 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.

**DUTIES** To assist with facilitation of key administrative functions within the Office of the HOD. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the HOD in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.

**ENQUIRIES** : Mr Makubetse Sekonyane Tel No: (011) 355 1058

|                             |   |  |
|-----------------------------|---|--|
| <b><u>POST 08/184</u></b>   | : | <b><u>SENIOR PERSONNEL PRACTITIONER: HRD (X5 POSTS)</u></b><br>Sub-Directorate: THRS<br>Section: PMDS  |
| <b><u>SALARY CENTRE</u></b> | : | R316 791 per annum<br>Johannesburg North District Ref No: JN2021/03/18<br>Tshwane West District Ref No: TW2021/03/19 (X2 Posts)<br>Johannesburg East District Ref No: JE2021/03/23 (X2 Posts)  |
| <b><u>REQUIREMENTS</u></b>  | : | An appropriate three- year National Diploma/Degree in Human Resource Management/ Human Resource Development plus a minimum of 2-3 years' experience in the office staff Training and Development working environment. Knowledge of relevant Human Resource Prescripts (Public Service Act and Regulations, Educators Act, Basic Conditions of Employment Act, Skills Development Act, Skills Levy Act, Labour Relations Act). Knowledge and understanding of Human Resource Management Practices and Procedures. Skills Development. Public Finance Management Act. Good communication skill, computer literacy, project management, interpersonal, problem solving, presentation and analytical skills. Financial management, planning and organizing, people management, facilitation, report writing and minutes taking skills. Applicant must be in a possession of a South African valid driver's license.  |
| <b><u>DUTIES</u></b>        | : | Co-ordinate and Implement Training and Development of all office based and public school staff members. Coordinate training for staff in line with skills development plan by working together with District Skills Development Coordinating Team in addressing staff training needs. Consolidate costing of identified training programmes against allocated training budget. Monitor and evaluate the impact of training provided by obtaining feedback from delegates and their immediate supervisors. Coordinate Learnership and Internship programmes. Facilitate the implementation of Learnership and Internship, experiential learning and Work Integrated Learning (WIL) programmes aimed at assisting unemployed youth to gain workplace experience. Facilitate the orientation and induction programmes for new Learners and Interns. Facilitate exit strategy of internship learners. Coordinate the GDE Bursary Programmes in the District. Monitor and report on compliance of GDE bursary policy. Provide administrative support services for the Business Unit. Draft memos inviting/ requesting participants to attend training. Coordinate CIP projects for newly appointment employees. Coordinate and implement staff Induction. Coordinate internal staff induction and orientation programmes. Coordinate and facilitate Compulsory Induction Programme. |
| <b><u>ENQUIRIES</u></b>     | : | Ms N Mashazi Tel No: (011) 694 9321 (JN)<br>Ms P Ravele Tel No: (012) 725 1451 (TW)<br>Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)   |
| <b><u>POST 08/185</u></b>   | : | <b><u>SENIOR ADMIN OFFICER: BURSARY MANAGEMENT REF NO: HO2021/03/11</u></b><br>Directorate: Talent Management  |
| <b><u>SALARY CENTRE</u></b> | : | R316 791 per annum<br>Head Office, GCRA  |
| <b><u>REQUIREMENTS</u></b>  | : | An appropriate recognized 3-year National Diploma/ Degree in Public Management/ Public Administration/ Project Management/Human/Social Science plus a minimum 2 years' experience in Bursary Administration/Project/Programme Management. Knowledge of Higher Education Institutions Prescripts, Financial legislation, SCOA, PFMA and Treasury regulations. Relevant Legislative Framework (National Skills Development Act/strategy, South African Qualification Authority Act, National Qualification Framework and National Youth Development Act). Excellent communication (verbal and written) and interpersonal skills. Report writing, Presentation and Facilitation, Computer literacy, Research and Analytical skills. A valid driver's license is essential.  |
| <b><u>DUTIES</u></b>        | : | Coordinate the allocation of Bursary Programme for the Gauteng learners. Verify and review bursary applications. Liaise with learners and provide an update on the status of the applications. Ensure that bursary contracts are signed and filed accordingly. Liaise with institutions of Higher learning regarding students' progress and payment. Conduct regular bursary audits of bursary holders. Facilitate the processing of bursary payments and ensure that invoices are processed and paid  |

within 30 days. Provide guidance on the implementation of Bursary Programme. Advise and support students on bursary processes, procedures and policies. Provide general administration support to the Business Unit. Compile monthly reports, presentations, and other written material. Draft award letters and submissions. Compile and disseminate minutes of meetings, discussions and workshops to relevant stakeholders. Handle all bursary programme related queries. Respond to any audit queries. Disseminate bursary information to all relevant stakeholders on requests. Ensure safe keeping of all bursary confidential documents/ information. Supervise staff. Make inputs to the development of Staff Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff members. Monitor and report on conduct and performance of staff. Monitor the utilization of assets.

**ENQUIRIES** : Ms Lebogang Matlala Tel No: (011) 355 1137

**POST 08/186** : **SENIOR ADMIN OFFICER: STANDARD SETTING AND QUALITY PROMOTION REF NO: HO2021/03/12 (X2 POSTS)**

Directorate: Assessment

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate recognized 3-year National Diploma/ Degree in Public Administration/Public Management/Office Management/ Office Administration/ Administrative Management plus a minimum of 2 - 3 years relevant experience in administration, financial administration, supply chain management records management and assets management. Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations and other Financial and Supply Chain Management Prescripts. Knowledge of Public Service Act and Regulation. Knowledge of Government and administration. Batho Pele principles. Good communication skills (Verbal and written). Computer Literacy, interpersonal Relations, Problem solving, Presentation, Facilitation, Analytical and Financial Management skills. Report writing and minutes taking Planning and Organizing. Valid driver's license is essential.

**DUTIES** : Coordinate procurement of goods and services for the directorate. Ensure implementation of procurement processes and procedures to prevent deviations. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets within the Business Unit. Provide effective administrative support to the Business Unit. Compile correspondence, reports, presentations and other written material for the Business Unit. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Administer HR processes within the Business Unit. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences and Registers. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Provide supervision to personnel in the Business Unit. Comply with policies and supervise administrative officials within the sub-directorate.

**ENQUIRIES** : Ms Bongwiwe Mangciphu Tel No: (010) 601 8030

**POST 08/187** : **SENIOR ADMIN OFFICER: MODERATION REF NO: HO2021/03/13 (X3 POSTS)**

Directorate: Assessment

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate recognized 3-year National Diploma/ Degree in Public Administration/Public Management/Office Management/ Office Administration/ Administrative Management plus a minimum of 2 - 3 years relevant experience in administration, financial administration, supply chain management records management and assets management. Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations and other Financial and Supply Chain Management Prescripts. Knowledge of Public Service Act and Regulation. Knowledge of Government and administration. Batho Pele principles. Good communication skills (Verbal and written). Computer Literacy, interpersonal Relations, Problem solving, Presentation, Facilitation, Analytical and Financial

|  |  |
|--|--|
| <b><u>DUTIES</u></b>                     | : Management skills. Report writing and minutes taking Planning and Organizing. Valid driver's license is essential.   |
|  | : Coordinate procurement of goods and services for the directorate. Ensure implementation of procurement processes and procedures to prevent deviations. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets within the Business Unit. Provide effective administrative support to the Business Unit. Compile correspondence, reports, presentations and other written material for the Business Unit. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Administer HR processes within the Business Unit. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences and Registers. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Provide supervision to personnel in the Business Unit. Comply with policies and supervise administrative officials within the sub-directorate.  |
| <b><u>ENQUIRIES</u></b>                  | : Ms Bongwiwe Mangciphu Tel No: (010) 601 8030   |
| <b><u>POST 08/188</u></b>                | : <b><u>SENIOR PROVISIONING ADMIN OFFICER: ACQUISITION MANAGEMENT (REQUEST FOR PROPOSAL) REF NO: HO2021/03/20</u></b><br>Directorate: Procurement  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R316 791 per annum<br>: Head Office, Johannesburg<br>: An appropriate recognized 3-year National Diploma/ Degree in Supply Chain Management/Logistics/ Finance plus minimum 2-3 years' experience in procurement, and supply chain environment. Knowledge of Public Finance Management Act, Supply Chain Management Circulars and Directives, Preferential Procurement Policy Framework Act, National Treasury Regulations. Computer Literacy, supervisory skills, report writing, leadership, written and verbal communication, conflict management, planning and organising skills. A valid driver's license is essential.   |
| <b><u>DUTIES</u></b>                     | : Coordinate the acquisition process for good and services in line with Departmental procurement planning. Coordinate the acquisition process of goods and services in line with approved Procurement Plans, Coordinate the collation of establishing departments pre-qualifying list of suppliers. Coordinate the administration of the procurement process. Liaise with Gauteng Provincial Treasury into the logistics related to advertising and publishing of bids. Assist in the development of Departmental SCM policies, guidelines and standards. Provide support to clients on the acquisition management matters in order to promote correct implementation of sound demand management practices. Participate in the development of demand management Preferential Procurement Policy Framework Act (PPFA) policies, guidelines and processes. Ensure proactive mitigation of all risks associated with non-compliance of Supply Chain Management policies, procedures and guidelines. Supervise and develop subordinates by Ensuring subordinates are assessed in line with the PMDS policy and managing leave of subordinates. |
| <b><u>ENQUIRIES</u></b>                  | : Ms. Nonhlanhla Tshabalala Tel No: (011) 355 0162   |
| <b><u>POST 08/189</u></b>                | : <b><u>CHIEF REGISTRY CLERK: REF NO: HO2021/03/14</u></b><br>Directorate: Auxiliary Services and Fleet Management   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R257 508 per annum<br>: Head Office, Johannesburg<br>: Grade 12 plus a minimum of 3-5 years relevant experience in Registry. Knowledge of Public Service Act, Registry procedures and practices, filling of documents, Planning and organizing skill, Electronic filing system and Computer literacy, good Interpersonal and Communication skills.   |
| <b><u>DUTIES</u></b>                     | : Supervise and provide registry counter services. Attend to clients. Ensure that received mail/files are registered. Handle incoming and outgoing correspondence. Supervise the reception and receive all mail. Render an effective filing and record management service. Open and close files according to record classification system. Supervise the processing and process documents for archiving and disposal. Develop and maintain a database of clients/service providers. Supervise  |



human resources/ staff. Allocate and ensure quality of work. Assess staff performance.

**ENQUIRIES** : Ms Monica Sampson Tel No: (011) 355 1521

**POST 08/190** : **CHIEF PROVISIONING ADMIN OFFICER: ASSETS CONTROL REF NO: HO2021/03/15**  
Directorate: Asset Management

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 plus a minimum of 3-5 years' experience in Assets Management/Financial Management/Internal Auditing/Business Management/Supply Chain Management. Knowledge of Standard Charts of Accounts (SCOA), IFRS and the PFMA. In-depth knowledge of the applicable policies and systems, working of the relevant Acts prescripts, regulation, and procedure pertaining to general administration such as finance, asset management, Treasury Regulations, GRAP/GAAP. Knowledge of Supply Chain Management (creating Requisition - RLS01 and Payment-RLS02). Knowledge of an Asset Register in a Government Department, requirements for Asset Register, Asset-life Cycle. Knowledge on BAS System and SAP System. Sound Knowledge on the useful life of major assets and ensure that policies and procedures related to movable assets are adhered to by regular communication with asset stakeholders, managers, and heads. Must have communication skill Verbal and Written, Numerical skills, Analytical skills, Time Management skills, Critical thinking skills and Good interpersonal Skills. Ability to interpret relevant directives of SCM which embodies Movable Asset Management. A valid Drivers' License is essential code C1 & B.

**DUTIES** : Complete and Accurate Asset Register i.e. Asset acquisition register maintenance and verification. Identify, investigate, and report discrepancies found during stocktaking done. Assess asset status, needs and risks. Conduct Quarterly inventory count and stock count. Deal with all aspects of stock taking for all GDE Movable Assets and other stores. Ensure the maintenance of the inventory. Deal with the disposal of the redundant and obsolete movable assets. Execution of asset control inspections. Implement GDE Movable Asset Management Policies and Procedure Manuals. Provide advice to stakeholders on related matters. Provide clerical support services for the sub-directorate. Maintain the effective flow of information and documents internally and externally. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of progress reports and monthly reports. Respond to inquiries received from internal and external stakeholders. Supervise staff.

**ENQUIRIES** : Ms. Mathopi Khanye Tel No: (011) 355 1090

**POST 08/191** : **PERSONAL ASSISTANT REF NO: HO2021/03/16**  
Directorate: School Sport & Extra -Curricular

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

**DUTIES** : Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the

policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES** : Ms Mpho Moroe Tel No: (010) 600 6179

## DEPARTMENT OF HEALTH

### OTHER POSTS

**POST 08/192** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2021/26 (X10 POSTS)**

Directorate: PHC

**SALARY** : Grade 1: R383 226 – R579 696 per annum (plus benefits)  
**CENTRE** : Tshwane health district – Sub District 5,6 & 7  
**REQUIREMENTS** : Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC) accredited with SANC in terms government notice no 212, with proof of current registration. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC.

**DUTIES** : Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing practice services as determined by the health facility. Maintain own professional growth and ethical standards. Ensure and oversee the effective utilization of resources. Ensure the Implementation of the National Regulated Norms and Standards and Batho-Pele Principles. Act as shift leader in the unit in the absence of the Unit Manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Participate in training, research, supervision and management of student and junior nurses.

**ENQUIRIES** : Dr. Mpho Moshime-Shabangu Tel No: (012) 451 9004  
**APPLICATIONS** : must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 19 March 2021

**POST 08/193** : **ADMIN OFFICER: LABOUR RELATIONS REF NO: SDHS/2021/02/27(X1 POST)**  
Directorate: Human Resource Department

**SALARY** : R257 508 – R303 339 per annum (Level 07), plus benefits  
**CENTRE** : Sedibeng District Health Services  
**REQUIREMENTS** : Grade 12 with minimum 5 years relevant experience in (Labour Relations) or National Diploma/degree in Human Resource Management (Labour Relations) with minimum 3 years' experience in Labour Relations. Valid Driver's License. Knowledge: Sound knowledge of Human Resource Management with emphasis on employee Relations, In-depth knowledge of Legislative frameworks, Prescripts and policies. Computer Literacy – MS Office (Word, Excel, Outlook & PowerPoint, Persal system, a range of work procedures such as Finance, HR matters, OHS, Labour matters. Skills in Planning and organising, Sound analytical thinking, good interpersonal relations, problem solving and decision-making, relationships and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Excellent consultation verbal and written communication and report writing skills. Understanding of code of conduct.

**DUTIES** : Key Performance Areas amongst others: Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and

grievance hearings. Advise management on labour relations issues. Analyze trends on misconducts and grievances. Provide training to staff and management. Identify labour relations training needs for managers, Maintain and promote sound labour peace within the Institution between management, employees, organize labour and community. Facilitate bilateral and multilateral meetings between management and organized labour. Assist head office with preparation of disputes cases. Prepare and submit accurate statistics reports to management and head office. Ensure the adherence to the Labour Relations Act, Basic Conditions of Employment Act and other relevant legislative prescripts and collective agreements. Provide support in the management of consultative structures and strike management. Provide support in Pllir, OHS, Employment Equity Committee and any other committee. Provide leadership in administration of conditions of service and employee benefits. Management of Human Resource Staff. Perform all other duties as delegated by the supervisor/manager.

**ENQUIRIES  
APPLICATIONS**

: Mr. J. Kubheka – Tel No: (016) 950 6000  
 : Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2<sup>nd</sup> Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, 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**

: 19 March 2021

**POST 08/194**

: **FINANCIAL CONTROLLER OFFICER REF NO: TDHS/A/2021/23 (X1 POST)**  
 Directorate: Finance  
 Re- advertisement (People who previously applied are encouraged to re-apply)

**SALARY  
CENTRE  
REQUIREMENTS**

: R257 508 per annum (Level 07) (plus benefits)  
 : Bronkhorstspuit Hospital  
 : Grade 12. Senior Certificate with Accounting as a subject plus a minimum of 4 years relevant working experience in finance equivalent. A relevant 3 years tertiary Qualification plus a minimum of 2 years relevant working experience in financial management. Knowledge and experience in BAS, SAP, PAAB or MEDICOM (SRM and E-Invoicing) and Persal. Knowledge of PFMA, Treasury Regulations and financial policies and financial procedures, Sound accounting skills. Previous experience in the department would be an advantage. Computer literacy, excellent written and verbal communication skills. Driver's license will be an added advantage, but not mandatory.

**DUTIES**

: Releasing of RLS01 on SRM and approving supplier's invoices on SAP (E-Invoicing). Ensure correct allocations and commitments on financial schedule to be captured on SRM. Follow-up all outstanding payments. Manage reconciliation of payments per supplier and preparing and updating of commitment register. Ensure compliance for accruals. Issuing of Entity Maintenance Form. Clearing of Theft and Losses and Inter Responsibility Clearing Account. Correction of incorrect allocations. Approve general journals for incorrect allocations, stock items and

medicine issued to institutions Monitor and report on fruitless, wasteful, unauthorized expenditure and donations. Supervise the Cashier and Sub-Cashier. Safekeeping of Basic Accounting records and face value documents. Represent Tshwane District and asses District Performance through a District Health Expenditure Review. Reconciliations of transversal systems (BAS/SAP, BAS/Revenue, AS/Medsas, BAS/Parking and BAS/Persal). Compile and manage the budget of institutions in the District. Request BAS reports to institutions and managers. Assist in preparations of inputs for the annual, MTEF, and adjustment budget. Monitor budget spending in accordance with set policies and procedures. Provide assistance to management and institutions in the district in terms of budget, expenditure and reporting monthly. Prepare in Year Monitoring (IYM) report of the District. Perform and monitor all accounting and financial operations of institutions in the district. Effective system of internal control as well as fraud prevention. Handling enquiries from suppliers and managers of institutions. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor. Management of revenue in the hospital.

- ENQUIRIES APPLICATIONS** : Mr Oupa Nama Tel No: 012 451 9265  
 : 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 Or 01 Barnaey Hurwitz Avenue, Bronkhorstspuit District Hospital 1020
- NOTE** : Applications must be submitted with form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 19 March 2021
- POST 08/195** : **SUPPLY CHAIN OFFICER REF NO: TDHS/A/2021/24**  
 Directorate: Supply Chain  
 Re- advertisement (People who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (plus benefits)  
 : Bronkhorstspuit Hospital  
 : Grade 12 Certificate and Degree/Diploma in Supply Chain Management/Finance/Equivalent qualification with 3-5 years relevant experience in Supply Chain Management. Knowledge and experience in SRM and SAP. Understanding of the Legislative framework governing the Public Services. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of working procedure in terms of the working environment. Previous experience in the department would be an advantage. Computer literacy, planning and organization, good written and verbal communication Skills, job knowledge, interpersonal relations, flexibility and teamwork. Driver's license will be an added advantage.
- DUTIES** : Ensure correct allocations and commitments on financial schedule to be Management, Acquisition, Logistics and Asset Management). Compile reports in areas of supervision. Liaise with internal and external in relation to procurement of goods and services. Responsible for performance assessments and development of staff. Handling enquiries from suppliers and managers of institutions. Perform any other supply chain management related function as required by Supervisor. Compile reports in areas of supervision.
- ENQUIRIES APPLICATIONS** : Mr Oupa Nama Tel No: 012 451 9265  
 : 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 Or 01 Barnaey Hurwitz Avenue, Bronkhorstspuit District Hospital 1020
- NOTE** : Applications must be submitted with form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 19 March 2021

**POST 08/196** : **FOOD SERVICE MANAGER REF NO: CCRC/FSM/2018/12/01**  
 Directorate: Food Service Department

**SALARY** : R257 508 per annum  
**CENTRE** : Cullinan Care and Rehabilitation Centre  
**REQUIREMENTS** : National Diploma in Food Service Management /Food and Beverage Management with 0-2 relevant experience. Grade 12 with 10-15 relevant experience. Experience in food Service Management in a hospital environment will serve as advantage. Must be computer literate. Candidates must have skills and abilities: Leadership, Managerial, effective verbal and written communication and Analytical for report writing. Must have a specialized knowledge of food, food products, procedures and all protocols, acts relevant to operates in a Food Service Unit. Must have knowledge of PFMA and Supply Chain process, policies and strategies application in the Department of Health. Knowledge and implementation of National Core Standards. Knowledge and understanding of HACCP.

**DUTIES** : Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff disciplinary guidelines are maintained. Guide and implement evaluation appraisal process.

**ENQUIRIES** : Ms. Ramolumisi AC Tel No: (012) 7347047  
**APPLICATIONS** : Applications can be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road Cullinan, or posted to Private Bag X 1005, Cullinan, 1000

**NOTE** : Applications must be submitted on a Z83 form with comprehensive CV, 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).

**CLOSING DATE** : 19 March 2021

**POST 08/197** : **PROFESSIONAL NURSE – GENERAL (GRADE 1) REF NO: SDHS/24/02/2021**  
**(X6 POSTS)**  
 Directorate: PHC

**SALARY** : R256 905 – R297 825 per annum (plus benefits)

|                                      |   |
|--------------------------------------|---|
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Sedibeng District Health Services<br>: 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 Midwife. Registration with the SANC as Professional Nurse and proof of current registration to be attached. Grade1: Less than 10 years relevant experience after registration as Professional Nurse. 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.   |
| <b><u>DUTIES</u></b>                 | : Order, interpret and evaluate diagnostic tests to identify and assess patients' conditions. Assess and evaluate patients' needs for and responses to, care rendered. Apply sound nursing judgment in patient care management decisions. Implement physicians' orders, administer medications, start IVs, perform as ordered. Draw a Nursing care plan. Collaborate with the nursing team to create a plan of care for all patients. 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. Sign a performance contract on annual basis.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Ms. D. Ramoloi: Tel No: (016) 950 6000<br>: 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 by the Department, 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>           | : 19 March 2021   |
| <b><u>POST 08/198</u></b>            | : <b><u>PROFESSIONAL NURSE REF NO: TDHS/A/2020/27 (X7 POSTS)</u></b><br>Directorate: PHC  |
| <b><u>SALARY</u></b>                 | : Grade 1: R256 905 per annum (OSD)<br>Grade 2: R315 963 per annum (OSD)<br>Grade 3: R485 475 per annum (OSD)   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Tshwane District Health Services Sub-District 5,6&7<br>: Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery,  |

- Psychiatry and community Nursing Science. Current registration with the SANC as a Professional Nurse.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of a multidisciplinary team to ensure quality care. Able to plan and organize own work and that of her support team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs, requirements and Batho Pele expectations. Work effectively, co-operatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Willing to rotate through departments, work night duty. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety Incidents. Willing to attend in-service training.
- ENQUIRIES APPLICATIONS** : Dr. Mpho Moshime-Shabangu Tel No: 012 451 9004
- : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 19 March 2021
- POST 08/199** : **MATERIAL RECORDING CLERK REF NO: TDHS/A/2021/25**  
(One year contract)  
Directorate: Supply Chain Management  
Re-advertisement (People who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) plus 37% in lieu of benefits  
: Bronkhorstspuit Hospital  
: Grade 12 certificate or equivalent 1 – 2 years' experience required in the Supply Chain Management. Other skills/ Requirements: Knowledge of Supply Chain Management practices, PFMA, Treasury Regulations, Procurement Administration System Manual (PASM). Computer literacy. Good Communication and report writing skills. Be able to work in a team, problem solving skills. Interpersonal relations. Valid driver's license is required. The official must be willing to rotate within SCM unit.
- DUTIES** : Receive requisitions for issuing of stock. Issue stock from Warehouse to all units within the institutions as per the requisition. Update bin cards (VA11A) with incoming / outgoing stock. Packing of stock on shelves according to FIFO / FEFO Principles. Safe keep all consumables items. Manage and Update stock control cards (VA10). Compile requisition for replenishment of stock. Obtain quotations from Suppliers registered on Central Supplier Database (CSD). Create shopping carts, capture GRV on SRM / SAP System, create P – card orders and settlement. Clear outstanding invoices on web cycle, compile report. Manage Transit In / Out for all consumable and non – consumable items. Keep records of all outstanding deliveries (0 – 9). File. Follow up on outstanding deliveries and keep records thereof. Report all losses to the Supervisor. Conduct Monthly stock count, reconciliation of physical and theoretical stock compile and submit a report on or before due date.
- ENQUIRIES APPLICATIONS** : Mr Oupa Nama Tel No : 012 451 9265  
: 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 Or 01 Barnaey Hurwitz Avenue, Bronkhorstspuit District Hospital 1020
- NOTE** : Applications must be submitted with form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE** : 19 March 2021

**DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS** : Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or post to P.O Box X83, Marshalltown, 2107. Applications received after the closing date will be disqualified.

**CLOSING DATE** : 26 March 2021

**NOTE** : All applications and supporting documents (completed, initialed and signed Z83 form, certified copies of educational qualifications, driver's license and Identity Document) must be delivered. Certified copies must not be older than six (6) months. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position. All shortlisted candidates will be subject to pre-employment screening (vetting); and may 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. 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 link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/>. Following the interview, it is mandatory that the recommended candidates undergo a generic managerial competency assessment in compliance with the DPSA Directive. All shortlisted candidates will be subjected to security vetting and they will have to disclose her/his financial interest. Preference will be given to women and Persons with disabilities.

**MANAGEMENT ECHELON**

**POST 08/200** : **CHIEF FINANCIAL OFFICER REF NO: REFS/007928(X1 POST)**  
Branch: Finance

**SALARY** : R1 521 591 per annum (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE** : Johannesburg

**REQUIREMENTS** : A Postgraduate degree in Finance/Accounting (NQF 8) in Finance/Accounting or equivalent qualification as recognized by SAQA. A minimum of 8-10 years' experience in a financial accounting related field of which 5 years should be at Senior Management level. Registration as a Chartered Accountant will be an added advantage. Extensive skills and management experience in the field of financial management covering Accounting, Budget Reporting, Asset Management and Supply Chain Management. In-depth knowledge of PFMA, Treasury Regulations, procurement legislation and other related regulatory frameworks. Generally Recognized Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPFA). Track record in preparation and management of strategic plans, business plans, annual performance budgeting. Ability to implement internal systems and controls to ensure sound financial management. A valid driver's license. Ability to establish good working relations with key stakeholders such as National Treasury and the Auditor-General of South Africa. Acumen and experience to manage and interact with key stakeholders at senior level; Proven strategic leadership capabilities, programme and project management skills, and people management and empowerment skills; Nyukela SMS Pre-entry Certificate. Attributes: Self driven and independent. Good strategic management and leadership skills. Good interpersonal skills. Excellent people management and leadership skills. Results oriented and able to work under pressure.

**DUTIES** : Develop, implement and maintain appropriate mechanisms to timeously respond to the changing **needs** for financial information, the interpretation thereof and render technical advice to the Accounting Officer. Ensure that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the strategic plan. Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with strategic objectives of the Department, legislative imperatives and good governance. Meet the reporting requirements and standards



under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of early systems and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles to assure value for money. Oversee budgetary process within the Department, exercise budgetary control and provide early warning arrangement at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other governance arrangement. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General. Liaise with relevant role players within National and Provincial Departments.

**ENQUIRIES** : Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492

**POST 08/201** : **CHIEF DIRECTOR: REGISTRATION AND OPERATING LICENSING REF NO: REFS/007929 (X1 POST)**  
Branch: Transport Services

**SALARY** : R1 251 183 per annum (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines

**CENTRE REQUIREMENTS** : Johannesburg  
: LLB degree or equivalent qualification (NQF level 7) as recognized by SAQA, plus training and courses in management practices relevant to the key roles. LLM degree will be an added advantage. A minimum of 5 years' senior management experience within the relevant field. Extensive experience in dealing with NLTA matters. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising. Nyukela SMS Pre-entry certificate.

**DUTIES** : Manage the administration of the issuing of operating licenses and the conversion of radius based permits. Manage the administration of public passenger road transport operators and monitor compliance. Provide strategic leadership to the component. Ensure financial resources are managed optimally. Plan, organise and control activities pertaining to the functions of the component. Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

**ENQUIRIES** : Ms. Mbali Mbatha, Director: HR Planning and Administration, Tel No: (011) 355-7026/7492

**POST 08/202** : **DIRECTOR: CONSTRUCTION STANDARDS AND QUALITY ASSURANCE REF NO: REFS/00731 (X1 POST)**  
Branch: Roads Infrastructure

**SALARY** : R1 057 326 per annum (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines

**CENTRE REQUIREMENTS** : Johannesburg  
: An undergraduate qualification (NQF level 7) in the Built Environment or equivalent as recognized by SAQA, plus training and courses in management practices relevant to the key roles. A minimum of 5 years' experience at a middle/ senior management level within the public transport environment. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising; Knowledge of roads construction standards and quality assurance. Nyukela SMS Pre-entry certificate.

**DUTIES** : Manage construction and maintenance standards; Construction and maintenance quality assurance; and Laboratory technical measurement services. Provide strategic leadership to the component; Ensure financial resources are managed optimally; Plan, organise and control activities pertaining to the functions of the component; Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

- ENQUIRIES** : Ms. Mbali Mbatha, Director: HR Planning and Administration, Tel No: (011) 355-7026/7492
- POST 08/203** : **DIRECTOR: PUBLIC TRANSPORT OPERATIONS REF NO: REFS/008217) (X1 POST)**  
Branch: Transport Services
- SALARY** : R1 057 326 per annum (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE REQUIREMENTS** : Johannesburg  
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Transport Economics, Transport Management, Transport studies or equivalent qualification with 5 years in the public transport environment. A minimum of 5 years' experience at a middle/ senior management within public transport environment. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising; Knowledge of public transport operations will be added advantage. Nyukela SMS Pre-entry certificate.
- DUTIES** : Monitor subsidised public transport contracts; Promote transformation of public transportation industry; Render public transport subsidies; develop public transport standard and norms, perform benchmark within the public transport sector, promote and ensure integration across modes of transport, Provide strategic leadership to the component; Ensure financial resources are managed optimally; Plan, organise and control activities pertaining to the functions of the component; Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.
- ENQUIRIES** : Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492

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

***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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants is also encouraged to number the pages of their CV and the attached certified documents.***

- CLOSING DATE** : 19 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 as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed; certification should not be more than six months old). 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, please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

#### **OTHER POSTS**

- POST 08/204** : **DEPUTY DIRECTOR: INFORMATION SYSTEMS REF NO: SD/2021/03/01**
- SALARY** : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Head Office  
: A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with A valid code B drivers' licence.3 - 5 years' experience in middle Management. Knowledge and understanding of legislative framework governing the Public Service, Knowledge and understanding of PFMA, Knowledge

|                             |   |  |
|-----------------------------|---|--|
|                             |   | of the Department's Constitutional Mandate, Knowledge on SAP Social Care Solution, Knowledge of SAP Customer Relationship Management (SAP CRM) Knowledge on Business Warehouse (BW). Knowledge of electronic records. Skill and Competencies: Business Insight, team working, supervision, good interpersonal relations, staff development, information system, policies, procedures and legislations, analytical, project management, report writing, problem solving, planning and organizing skills.  |
| <b><u>DUTIES</u></b>        | : | Management of Information System administration. Management of Information system Data quality and integrity. Management of Electronic Record. Management of Information System reports design. Management of Information System projects. Overseeing scanning functions. Managing implementation of records management strategy. Engaging with system developer on proposed changes on BW. Providing technical support on electronic transfer payment to NPO's. Co-ordinating system queries on CDP functions. Managing the technical support on BW reporting functions. Co-ordinating the implementation of new report concepts. Monitoring and refer request for change on BW reporting functions. Management of sub-directorate: Manage the training and development of staff, Manage staff performance, Manage weekly production, Manage the inputs on APP, Manage staff leave and Manage staff meetings. |
| <b><u>ENQUIRIES</u></b>     | : | Ms C Mabaso Tel No: 011 355 7971   |
| <b><u>APPLICATIONS</u></b>  | : | The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to - The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong Building, Johannesburg 2000  |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Mabaso Tel No: 011 355 7971   |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.  |
| <b><u>POST 08/205</u></b>   | : | <b><u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: SD/2021/03/2 (X5 POSTS)</u></b><br>Duration: 12 months Contract   |
| <b><u>SALARY</u></b>        | : | R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).  |
| <b><u>CENTRE</u></b>        | : | Head Office  |
| <b><u>REQUIREMENTS</u></b>  | : | A three -Year Tertiary qualification (NQF Level 6/7) in the field of Accounting or Financial Management with 3-5 years' middle management experience in the NPO environment. A valid driver's licence. Knowledge and understanding of Legislative and Policy Framework regulating compliance monitoring of funded NPOs in the Public Service. Knowledge and understanding of procedures and processes governing the NPO Compliance Monitoring functions. Skills and Competencies: Customer Relationship Management, Analytical, Negotiation, Report Writing, Interpersonal, Monitoring and Evaluation, Planning and Organizing, Leadership, Communication, People Management, Coordination Skills.   |
| <b><u>DUTIES</u></b>        | : | Enforcement of Service Level Agreements with funded NPOs. Evaluation of expenditure on funded NPOs. Analysis of performance information of funded NPOs. Adjudication of NPOs panels and budget committee. Oversight and management of audit recommendations. Oversight of NPO Compliance functions in Regions. Management of the Sub – Directorate: Manage the budget, Manage staff performance, Manage staff absenteeism. Consolidation reports for NPO Monitoring and Compliance function.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel No: 011 227 0105.  |
| <b><u>APPLICATIONS</u></b>  | : | can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong building, Johannesburg 2000   |
| <b><u>FOR ATTENTION</u></b> | : | Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel: 011 227 0105.   |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).   |

|                             |   |   |
|-----------------------------|---|---|
| <b><u>POST 08/206</u></b>   | : | <b><u>CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) REF NO: SD/2021/03/03</u></b>   |
| <b><u>SALARY</u></b>        | : | R383 226 - R579 696 per annum (within the OSD framework)  |
| <b><u>CENTRE</u></b>        | : | Zanele Mbeki Frail Care Centre  |
| <b><u>REQUIREMENTS</u></b>  | : | Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Skills and Competencies: Project Management, Analytical, Report writing, Monitoring and Evaluation, Communication and People Management Skills. |
| <b><u>DUTIES</u></b>        | : | Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate an basic understanding of HR and financial policies and practices.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms Z Nhlapo Tel No: 011 817 7303 Zanele Mbeki.  |
| <b><u>APPLICATIONS</u></b>  | : | can be delivered to- The Gauteng Department of Social Development. Zanele Mbeki Frail Care Centre 3 Vlakfontein Road, Dunnottar   |
| <b><u>FOR ATTENTION</u></b> | : | Ms Z Nhlapo Tel No: 011 817 7303 Zanele Mbeki.  |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).  |
| <b><u>POST 08/207</u></b>   | : | <b><u>PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING) REF NO: SD/2021/03/04</u></b>  |
| <b><u>SALARY</u></b>        | : | R383 226 - R579 696 per annum (within the OSD framework)  |
| <b><u>CENTRE</u></b>        | : | Zanele Mbeki Frail Care Centre  |
| <b><u>REQUIREMENTS</u></b>  | : | Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report writing, Monitoring and Evaluation, Communication and People Management Skills.  |
| <b><u>DUTIES</u></b>        | : | Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice 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. Management of nursing staff performance, development, leave plans and disciplinary matters.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms Z Nhlapo Tel No: 011 817 7303 Zanele Mbeki   |
| <b><u>APPLICATIONS</u></b>  | : | can be delivered to- The Gauteng Department of Social Development. Zanele Mbeki Frail Care Centre 3 Vlakfontein Road, Dunnottar   |
| <b><u>FOR ATTENTION</u></b> | : | Ms Z Nhlapo Tel No: 011 817 7303 Zanele Mbeki   |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).  |
| <b><u>POST 08/208</u></b>   | : | <b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: SD/2021/03/05</u></b>   |
| <b><u>SALARY</u></b>        | : | R376 596 per annum plus benefits  |

**CENTRE REQUIREMENTS** : Head Office  
: A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with 3-5 years' experience. A valid Code B drivers license. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Skills and Competencies: Strategic Planning, Business Insight, Team working, Supervision and Communication skills.

**DUTIES** : Manage Business needs and monitor system usage: Provide facilitation for user consultation session. Monitor changes for development of training material for system users: Ensure that training materials are aligned to all changes on the system. Manage and Monitor alignment of the system to changing business requirements: Ensure the system is aligned to manual business processes. Develop and manage change management plans for the system in the Department: Ensure the implementation of business strategy.

**ENQUIRIES APPLICATIONS** : Ms C Mabaso Tel No: 011 355 7971.  
: can be delivered to - The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong Building, Johannesburg 2000

**FOR ATTENTION NOTE** : Ms C Mabaso Tel No: 011 355 7971  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 08/209** : **SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT PROGRAM REF NO: SD/2021/03/06**

**SALARY CENTRE REQUIREMENTS** : R363 801 – R581 178 per annum (within the OSD Framework)  
: Head Office  
: A Degree in Social Work. A minimum of 8 years' experience as a Social Worker in Social Welfare services after registration with SACSSP. Current registration with SACSSP and the registration certificate. Knowledge and understanding of legislation, policy, procedures, processes and institutional framework governing Victim Empowerment and services to men & boys. Computer literacy. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver's license.

**DUTIES** : Develop provincial policies and guidelines for men and boys. Administer the implementation of the men and boy strategy. Implement the men and boys program in the province. Coordinate Provincial Men's forums. Coordinate the International Men's day. Implement prevention and awareness programmes. Conduct training and capacity building workshops in the field of men and boys and the perpetrator program. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.

**ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel No: 011 355 7678  
: can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000

**FOR ATTENTION NOTE** : Mr Z Jaca Tel No: (011) 355 7678.  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 08/210** : **SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL REF NO: SD/2021/03/07 (X4 POSTS)**  
Duration: 12 Months Contract

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (plus 37% in lieu benefits)  
: Head Office  
: A 3 years Tertiary qualification (NQF Level 6/7) in the field of Internal Auditing. This is a specialised field which once qualified requires affiliation to the professional body of the Institute of Internal Auditors. Demonstrated working experience of at least 2-3 years in Internal Control and/or Internal Auditing field. A valid Code B driver's license. Technical knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to

|                             |   |   |
|-----------------------------|---|---|
|                             |   | apply such technical knowledge. knowledge of a wide range or work areas, processes and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 2-3 years' experience in working with auditors by supporting and supervising audit process, requests, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. Skills and Competences: Technical skills, analytical thinking, mathematical, statistical, problem solving, negotiation, conflict resolution, project management and time management skills. |
| <b><u>DUTIES</u></b>        | : | Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Test and monitor the quarterly key controls. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING III, Integrity Management Framework. Supervise and monitor audit processes. Make inputs to the Directorates budgeting process. Make inputs to the Directorates strategic planning processes. Undertake performance for self and that of juniors allocated thereto and be able to identify developmental gaps and make recommendations to be able to practically and cost effectively close such developmental gaps.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel No: 011 227 0105  |
| <b><u>APPLICATIONS</u></b>  | : | can be delivered to: The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong building, Johannesburg 2000  |
| <b><u>FOR ATTENTION</u></b> | : | Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel No: 011 227 0105  |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).  |
| <b><u>POST 08/211</u></b>   | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: SOSHANGUVE SECURE CARE CENTRE SD/2021/03/08</u></b>   |
| <b><u>SALARY</u></b>        | : | R316 791 per annum plus benefits  |
| <b><u>CENTRE</u></b>        | : | Soshanguve Secure Care Centre   |
| <b><u>REQUIREMENTS</u></b>  | : | A 3-year tertiary qualification in Human Resource Management/Public Administration with 2 - 3 years' experience. Knowledge of Recruitment, Service Benefits and Conditions, Performance Management and Human Resource Development Legislative Framework systems and procedures in the Public Sector. Knowledge of Human Resource Management systems and procedures in the Department. Knowledge of Systems and procedures governing Records Management, Fleet Management and General Support services in the Department. Skills and competencies: People Management skills. Report writing skills. Coordination skills. Attention to detail. Self-driven individual.  |
| <b><u>DUTIES</u></b>        | : | Management of Human Resource Functions: Manage Human Resource Administration functions. Manage Training and Development functions. Coordinate Performance Management functions. Manage Recruitment functions. Manage Auxiliary Services functions: Manage Switchboard and reception functions. Coordinate fleet management functions. Coordinate Records Management functions. Manage general support services (where functions are not outsourced). Management of staff: Manage staff performance and development. Manage staff leave plan. Manage staff training needs. Manage staff grievances and disciplinary matters.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms C Sekgothe Tel No: (012) 730 2015 Soshanguve CYCC.   |
| <b><u>APPLICATIONS</u></b>  | : | can be delivered to - The Gauteng Department of Social Development. Soshanguve CYCC, 313 Block S Soshanguve, Pretoria 0164  |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Sekgothe Tel No: (012) 7302015 Soshanguve Secure Care Centre.  |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).  |

**POST 08/212** : **SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT AND COMPLIANCE REF NO: SD/2021/03/10**

**SALARY** : R316 791 per annum plus benefits  
**CENTRE** : Head Office  
**REQUIREMENTS** : A three-year Qualification in Risk Management, Accounting and Auditing with 2 to 3 years experience in the Risk Management field. A valid driver's license. Demonstrate experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Assist with the identification of areas of the specifically allocated sections of the departmental risk management framework independently which require revision or updating, independently and in within coordinated groups undertake the necessary research to ensure proposals made to revise the documents is in accordance with accepted norms, is practical in application and aligned to all legislative frameworks. Skills and Competencies: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills. Honesty and integrity.

**DUTIES** : To support the planning, facilitation, monitoring and reporting of the implementation of the GPG Risk Management Framework. To assess, evaluate and monitor risks and opportunities environment of the department in line with strategic and operational plans objectives and targets set. Advise and assist management in the correct management and monitoring of risks specific to work areas so as to enable achievement of goals and objectives set. Establishment and maintenance of the departmental Risk Management framework. Participate, supervise and guide through risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, IT and specific project risks). Assist with the planning of all quarterly risk committee sitting within the department and all logistical and content requirements. Assist with provision of statistics and information relevant to the preparation of reports and documents to be tabled at the risk committee. Must be able to communicate clearly and from an informed basis on subject matter both in written format, through presentations and via one on one engagement with relevant managers and teams.

**ENQUIRIES** : Ms S Moloi Tel No: (011) 227 0062  
**APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development. 69 Commission Street, Thusanong building, Johannesburg 2000

**FOR ATTENTION** : Ms S Moloi Tel No: (011) 227 0062  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 08/213** : **SENIOR ADMINISTRATIVE OFFICER: EPWP COORDINATOR REF NO: SD/2021/03/11**

**SALARY** : R316 791 per annum plus benefits  
**CENTRE** : Tshwane Region  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Community Development with 2-3 years' experience in administrative environment. A valid code B drivers' licenses. Knowledge and understanding of legislative and policy framework, procedures and processes regulating Community Home Based Care programmes, policies and processes applicable in Social Welfare sector. Skills and Competencies: Development orientated individual, Caring and Sensitivity to vulnerable groups. Analytical skills, Report writing skills and Interpersonal skills.

**DUTIES** : Monitoring of norms and standards for CHBC's, Capacity building programmes to CHBC's NGO's: Identify deviations on CHBC programmes. Expanded Public Works Programme: Assist in the identification of work opportunities in CHBC sector. Psycho-social support services: Identify vulnerable household in need of psycho-social support services.

**ENQUIRIES** : Mr A Kotsedi Tel No: 012 359 3314 Tshwane Region.  
**APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development. Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria or Private bag X266, Pretoria, 0001

**FOR ATTENTION NOTE** : Mr A Kotsedi Tel No: 012 359 3314  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 08/214** : **SENIOR ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: SD/2021/03/12**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum plus benefits  
: Tshwane Region  
: A 3-year tertiary qualification (NQF Level 6/7) in fleet management and other relevant qualifications with 2-3 years' administrative experience in Fleet Management environment. A Valid driver's license. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation, administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the Public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Skills and Competencies: Management, Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills.

**DUTIES** : Management of staff: Manage staff development and training, manager staff leave plan, manager staff grievances and disciplinary matter, manager staff work plans, manager staff performance. Management of GG Vehicles and subsidized Vehicle in the Department. Conduct Vehicle inspection. Booking of vehicle for repairs and servicing. Ensure compliance monitoring of vehicles. Monitoring of vehicle utilization: Vehicle inspections, Booking of vehicles for repairs and servicing. Compliance monitoring of vehicles. Monitoring of vehicle utilization.

**ENQUIRIES APPLICATIONS** : Mr A Kotsedi Tel No: (012) 359 3314 Tshwane Region  
: can be delivered to- The Gauteng Department of Social Development. Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria or Private bag X266, Pretoria, 0001

**FOR ATTENTION NOTE** : Mr A Kotsedi Tel No: (012) 359 3314  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 08/215** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS REF NO: SD/2021/03/12**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum plus benefits  
: Head Office  
: A 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management/Labour Relations/Labour law with 2-3 years' experience in Labour Relations. A valid driver license. Knowledge and understanding of Labour Relations framework in the Public Service. Skills and Competencies: Report writing, Communication, Monitoring, Dispute Resolution, Negotiation, Conflict Resolution, Monitoring and Evaluation, Performance Reporting and Analysis skills.

**DUTIES** : Perform Labour Relations Functions. Involvement with Collective Bargaining process: Attend Departmental Multi-Lateral Forum and attend to and support entity based multi-lateral forums. Dealing with Disciplinary Cases. Dealing with Grievance Cases: Facilitate the process of resolving grievances reported. Administration of Employment Relations: Report on all employment relation cases and Record keeping of all employment relations matters.

**ENQUIRIES APPLICATIONS** : Mr O Mkhabela Tel No: (011) 355 7937.  
: can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building, Johannesburg 2000

**FOR ATTENTION** : Mr O Mkhabela Tel No: (011) 355 7937 Head Office.



- NOTE** : The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 08/216** : **ADMINISTRATIVE OFFICER INVESTIGATION AND LOSS CONTROL REF NO: SD/2021/03/13 (X3 POSTS)**  
Duration: 12 months Contract
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (plus 37 % in lieu benefits)  
: Head Office  
: A three-year tertiary qualification (NQF Level 6/7) in Criminal Justice, Forensic Sciences/Investigations/ Applied Business Ethics with 1 to 2 years' experience in administrative environment. A valid Code B driver's license. Demonstrate up to 5 years' experience in detailed technical knowledge and ability to interpret and application of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts, PAIA, Labour Relations Act, BCEA, NPO Act, Children's Act, Public Administration Management Bill, Policies implemented and all other legal prescripts that govern the financial, non – financial operations, control environment and governance and compliance frameworks of the public service and the ability to apply such technical knowledge during the undertaking of investigations as well as supervising such processes underway by Juniors. Skills and Competencies: Deadline driven and task orientated, Interpersonal, Computer literate: Advanced excel, word and power point and Project Management skills.
- DUTIES** : Undertake investigations (Internally reported and through the National Anti-Corruption Hotline. Implement and supervise implementation of the Anti-Corruption Strategy and MACC requirements by juniors. Undertake loss control processes. Implement and promote integrity management function. Make inputs to the Directorates budgeting process. Make inputs to the Directorates strategic planning processes. Undertake performance for self and that of juniors allocated thereto and be able to identify developmental gaps and make recommendations to be able to practically and cost effectively close such developmental gaps.
- ENQUIRIES** : Ms Jacqui Madima Tel No: 011 227 0020/ Ms Innocent Netshiungani Tel No: 011 227 0105
- APPLICATIONS FOR ATTENTION** : can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong building, Johannesburg 2000  
: Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel No: (011) 227 0105.
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 08/217** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SUPPORT SERVICES REF NO: SD/2021/03/14**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum plus benefits.  
: Walter Sisulu CYCC.  
: A three-year tertiary qualification (NQF Level 6 or 7) in Public Administration/ Human Resource Management with a minimum of 1-2 years' experience in administrative environment. A Valid driver's license. Knowledge in telephone etiquette. Knowledge in administrative procedures in the department. Knowledge of systems and procedures governing records management, General Support Services in the Department. Skills and Competencies: Time Management, Communication, Problem solving, Interpersonal, Writing, Conflict Management, Administrative Management and Computer skills.
- DUTIES** : Manage auxiliary services functions: Manage switchboard and reception functions, Manage Messenger functions, Coordinate records management functions. Coordinate human resource management functions: Development performance agreement and quarterly review, Supervision of leave management using ESS system, Coordinate recruitment systems. Supervision of staff: Manager staff performance and development, Manage staff leave plan, manage staff training needs and Manage staffing grievances and disciplinary matters.
- ENQUIRIES** : Ms T Mokgokolushi Tel No: (011) 938 0004 Walter Sisulu CYCC.

**APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development. Walter Sisulu Child and Youth Care Centre, No 3 Modder Street, Noordgesis, 1804

**FOR ATTENTION NOTE** : T Mokgokolushi Tel No: (011) 938 0004.  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 08/218** : **ADMINISTRATIVE OFFICER: PERFORMANCE INFORMATION MONITORING AND EVALUATION REF NO: SD/2021/03/15**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum plus benefits  
: Head Office  
: A 3-year tertiary Qualification in (NQF Level 6/7) Public Management and development with 1-2 years' experience in the field of monitoring and evaluation. A Valid driver's license. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge and understanding of departmental processes and procedures regulating the monitoring and evaluation. Skills and Competencies: Report writing, Communication, Problem solving, Interpersonal, Planning and Organizing skills.

**DUTIES** : Provide feedback to Regions, Institutions and Head Office programme managers. Conduct region's pre-verification process of performance information monthly. Conduct compliance visit to monitor records management system. Verify and archive programme performance information. Compilation of accurate, valid and completeness detailed programme performance reports. Attend and participate in meetings, workshops, capacity building and information dissemination sessions. Provide support to the departmental planning and reporting process. Assist in capacity building on M&E policy, framework, processes and with internal stakeholders and stakeholders. Assist in conducting capacity building and workshops and sessions with the Regions, Institutions and head office and General administration duties: Filing of directorate documents i.e. reports, NPOs schedule and registers. Doing follow-ups with relevant stakeholders on assigned projects. Acquire resources for projects e.g. bookings of state vehicles.

**ENQUIRIES APPLICATIONS** : Mr O Mkhabela Tel No: (011) 355 7937  
: can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building, Johannesburg 2000

**FOR ATTENTION NOTE** : Mr O Mkhabela Tel No: (011) 355 7937 Head Office.  
: The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 08/219** : **ADMINISTRATIVE OFFICER - STRATEGIC PLANNING REF NO: SD/2021/03/16**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum plus benefits  
: Head Office  
: A 3 year tertiary qualification (NQF Level 6/7) in Public Management with 1-2 years' experience in Strategic Planning. A valid driving license. Basic knowledge and understanding of Institutional frameworks regulating Strategic Planning processes, systems and procedures in the Public Service. Basic Knowledge and understanding of Department's Strategic Planning processes, systems and procedures. Skills and Competencies: People Management and Empowerment, Client Orientation and customer focused, Reporting, Facilitation and Analytical Skills.

**DUTIES** : Departmental Strategic Planning Documents: Develop templates for Strategic Plan, Annual Performance Plan, Programme of Action and Quarterly reports. Facilitation of Department's Strategic Planning sessions. Analysis of Reports. Strategic Reporting and General Administrative Functions: Reconcile monthly expenditure reports, verify compensation of employees' expenditure against the budget, Provide secretarial functions during meetings, Distribute Strategic Plan, Annual Performance Plan, Programme of Action and Quarterly reports to line managers and other relevant stakeholders.

**ENQUIRIES APPLICATIONS** : Mr O Mkhabela Tel No: (011) 355 7937  
: can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building, Johannesburg 2000

**FOR ATTENTION NOTE** : Mr O Mkhabela Tel No: (011) 355 7937, Head Office.  
 : The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 08/220** : **PERSONAL ASSISTANT: COMMUNICATIONS REF NO: SD/2021/03/17**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum plus benefits  
 : Head Office  
 : Secretariat Diploma or equivalent qualifications (NQF Level 6/7) 3-5 years' experience in rendering a support service to senior management. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. A valid drivers' license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Understanding and knowledge of Communication, Media, Marketing and Advertising. Ability to write and edit. Basic knowledge on financial administration.

**DUTIES** : Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the Manager. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel No: (011) 355 7678  
 : can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Johannesburg 2000

**FOR ATTENTION NOTE** : Mr Z Jaca Tel No: 011 355 7678  
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 08/221** : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: SD/2021/03/18 (X24 POSTS)**  
 Duration: 12 Months Contract

**SALARY CENTRE** : R256 905 per annum (within the OSD framework) (plus 37% in lieu benefits)  
 : Desmond Tutu CYCC (X2 Posts)  
 : Don Mattera CYCC (X2 Posts)  
 : Dr Fabian & Florence Ribeiro Treatment Centre (X4 Posts)  
 : Itireleng RFCD (X2 Posts)  
 : Igugulethu CYCC (X4 Posts)  
 : JW Luckoff CYCC (X2 Posts)  
 : Mary Moodley CYCC (X2 Posts)  
 : Soshanguve Secure Care (X2 Posts)  
 : Walter Sisulu CYCC (X4 Posts)

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report

- writing, Monitoring and Evaluation, Communication and People Management Skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice 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.
- ENQUIRIES** : Ms Jacqui Madima Tel No: 011 227 0020 / Ms Innocent Netshungani Tel No: 011 227 0105.
- APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development 69 Commissioner Street Johannesburg 2000
- FOR ATTENTION** : Ms Jacqui Madima Tel No: 011 227 0020 / Ms Innocent Netshungani Tel No: 011 227 0105.
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 08/222** : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: SD/2021/03/19**
- SALARY** : R256 905 - R485 475 per annum (within the OSD framework)
- CENTRE** : Zanele Mbeki Frail Care Centre
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report writing, Monitoring and Evaluation, Communication and People Management Skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice 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.
- ENQUIRIES** : Ms Z Nhlapo Tel No: (011) 817 7303
- APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development Zanele Mbeki Frail Care Centre 3 Vlakfontein Road, Dunnottar
- FOR ATTENTION** : Ms Z Nhlapo Tel No: (011) 817 7303 Zanele Mbeki.
- NOTE** : The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 08/223** : **COMMUNITY DEVELOPMENT PRACTITIONER (X2 POSTS)**
- SALARY** : R217 659 – R432 459 per annum (within the OSD Framework)
- CENTRE** : Sedibeng Region Ref No: SD/2021/03/20 (X1 Post)  
Tshwane Region Ref No: SD/2021/03/21 (X1 Post)
- REQUIREMENTS** : An appropriate three-year tertiary qualification. Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.
- DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish

partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

**ENQUIRIES**

: Ms B Nkeane Tel No: (061) 390 2096 Sedibeng Region  
Mr A Kotsedi Tel No: (012) 359 3314 Tshwane Region

**APPLICATIONS**

: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Sedibeng Region -03 Moshoeshe Street, Houtkop, Sebokeng

**FOR ATTENTION**

: Ms B Nkeane Tel No: (061) 390 2096 Sedibeng Region and, Tshwane Region -South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**NOTE**

: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

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

*It is the Department's intension to promote equity (race, gender and disability) through the filing 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.*

**ERRATUM:** Kindly note that the post of Deputy Director: Finance (X1 Post) with Ref No: HRM 11/2021 (**For KING EDWARD VIII HOSPITAL**) advertised in the Public Service Vacancy Circular 07 dated 26 February 2021, The Requirements have additional information: Numeracy skills, Accounting skills, Computer Literacy skills, English Language skills, Project Management skills, Operational Planning Skills, and People Management skills, the closing date has been extended to 12 March 2021.

**OTHER POSTS**

|                                      |   |   |
|--------------------------------------|---|---|
| <b><u>POST 08/224</u></b>            | : | <b><u>HEAD CLINICAL UNIT- ORTHOPAEDICS REF NO: RKK HCU 01/2021 (X1 POST)</u></b>  |
| <b><u>SALAEY</u></b>                 | : | R1 728 807 per annum. All-inclusive salary package (commuted overtime is compulsory).   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | R K Khan Hospital – Orthopaedics<br>Tertiary qualification MBCHB or equivalent plus, Current registration with Health Professions Council of South Africa as a Medical Specialist in Orthopaedics. At least 3 years appropriate post registration experience as a Specialist in Orthopaedics. At least 2 years management and administrative experience. Experience in Paediatrics, Trauma and General Orthopaedics. Proven management ability, sound communication, negotiation, planning, leadership, decision making and interpersonal skills. Knowledge of legislative prescripts governing the public sector, including Labour Relations, Human Resources and Finance Management. Computer literate. Conflict resolution and problem solving skills. Management of diversity in the workplace. Presentation skills Ability to communicate at all levels.   |
| <b><u>DUTIES</u></b>                 | : | Overall charge ship of the Department of Orthopaedics at R. K Khan Hospital Control and management of clinical services as delegated; including providing clinical services to patients. Maintain satisfactory clinical, professional and ethical standards related to the services. To provide effective and efficient specialist consultant care at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care. Supervision of and effective utilization of medical staff in these areas. Develop systems and protocols in collaboration with Heads of clinical departments to ensure timeous and effective management of referred patients. Participate in Morbidity and Moortality audits and submit monthly reports to Hospital Manager. Conduct, assist in, and stimulate research. Participate in the undergraduate and post graduate departmental teaching programme.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Dr. B. Madlala Tel No: (031) 459 6410<br>Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35  |
| <b><u>FOR ATTENTION NOTE</u></b>     | : | Human Resource Manager<br>Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. <b>NB:</b> Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial |

constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation Is at Your Own Cost Due To Financial Contraints- No S&T Claims or relocation cost to be paid.

- CLOSING DATE** : 31 March 2021 16:00 afternoon
- POST 08/225** : **SPECIALIST: GRADE 1, 2 OR 3 – (ANAESTHESIA AND ICU) REF NO: PSH 13/21 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum  
Grade 2: R1 264 623 - R1 342 230 per annum  
Grade 3: R1 467 651 – R1 834 890 per annum  
The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
- CENTRE REQUIREMENTS** : Port Shepstone Hospital  
: Senior certificate, MBChB degree. An appropriate qualification that allow registration with HPCSA as a Medical Specialist. Current HPCSA Registration card 2020 /2021. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in ICU. In the event that a candidate who is eligible for subspecialist registration has not received their registration and is successful in his/her application for the post, the appointment will be as a specialist at their current salary level. Proof of current registration certificate with the HPCSA as a Specialist Anaesthetist. The successful candidate must reside within the Ugu District. 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). **Grade 1:** No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist **Grade 2** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. **Grade 3** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application Knowledge, Skills and Experience Sound clinical knowledge and experience of procedures and protocols in ICU. Good verbal and written communication skills, leadership and interpersonal skills. Cross cultural awareness. Sound teaching and supervisory abilities. A concern for excellence, ethics and quality care. The ability to function in a multi-disciplinary team. Knowledge of current Health and Public Service Legislation, regulations and Policies. Sound supervisory and leadership skills. Ability to function as a part of multi-disciplinary team. Ability in Program planning, implementation and evaluation. Specialist knowledge of the clinical principles and procedures relating to Anaesthesia. Broad clinical experience, including good knowledge of Intensive Care Good communication and interpersonal skills.
- DUTIES** : Ensure an optimal Anaesthesia and ICU service. Assist the Head: Clinical Unit in the development of management protocols / policies for the department. Provide Anaesthesia and ICU clinical care and oversight as expected of a specialist in the field. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Training of registrars, junior doctors, interns, nurses and colleagues and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the district. Supervise, teach and assess interns and medical students. Performance of overtime duties (including a shift work roster) is a requirement.
- ENQUIRIES APPLICATIONS** : Dr P B Dlamini or Dr VL Moses Tel No: (039) 688 6000  
: 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, MBChB qualification. Certified copy of Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. 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** : 19 March 2021 at 16h00

**POST 08/226** : **MEDICAL SPECIALIST GRADE 1/2/3: INTERNAL MEDICINE DEPARTMENT REF NO: MED 06/2021 (X1 POST)**

**SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive remuneration package)  
Grade 2: R1 264 623 - R1 342 230 per annum (All-inclusive remuneration package)  
Grade 3: R1 467 651 – R1 834 890 per annum (All-inclusive remuneration package)  
Plus 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)

**CENTRE REQUIREMENTS** : Edendale Hospital  
: Grade 12 Certificate, MBCHB OR equivalent qualification, Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine, Current practice with the HPCSA as a Medical Specialist (2020-2021). Experience: **Grade1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. **Grade3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Sound knowledge of general internal medicine, including relevant technical skills and diagnostic procedures. Strong interpersonal skills to lead and coordinate multi-disciplinary patient care. Management and administrative skills.

**DUTIES** : Clinical care: Management of medical inpatients, outpatients and emergencies. Scholarship: On-going medical education and professional development, including participating in academic meetings, developing and implementing research projects, and teaching undergraduate and postgraduate students. Professionalism: Oversight and leadership of medical staff and medical students. Governance: Participation in reporting and analysis of patient safety incident reports, coordination of morbidity and mortality meetings, and development of standard operating procedures. Administration and management: Participation in administrative systems including audits, equipment management, roster making and leave management. Projects: Development and oversight of specific projects within the institution.

**ENQUIRES APPLICATIONS** : Dr. D.P.K. Wilson Tel No: (033) 395 4146  
: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

**FOR ATTENTION** : Mr. T.C. Manyoni



**NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

**CLOSING DATE** : 19 March 2021

**POST 08/227** : **DEPUTY MANAGER NURSING REF NO: STC 06/2021 (X1 POST)**

**SALARY** : R843 618 per annum (All-inclusive package) consist of 70% basic salary and 30% flexible portion that may be structured in terms applicable rules) Other Benefits 13<sup>th</sup> Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

**CENTRE REQUIREMENTS** : St Chads CHC  
 : Senior Certificate (Grade 12).Basic R425 qualification (i.e.degree/diploma) in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period above must be appropriate/recognizable experience at management level. Proof of current registration with SANC (2021).Proof of current and previous experience; certificate of service endorsed and stamped by HR. Recommendations: Degree/Diploma in Nursing Administration. Computer literacy. Valid Driver's License. Knowledge, Skills, Training And Competencies Required: Knowledge of Nursing Care processes and procedures, Nursing Statutes and other relevant legal framework such as Nursing Act, Skills Development Act, Public Service Regulations, Labour Act, Occupational Health and Safety Act, Patients' Rights, Batho Pele Principles etc. Mentorship and supervisory skills. Conflict management and sound labour management skills. Leadership, Planning, Organization and co-ordinating skills. Good communication skills (both verbal and written).Clinical competency and policy formulation skills. Problem solving and negotiation skills.

**DUTIES** : Provide leadership and strategic direction in the Nursing Component. Execute duties and functions with proficiency, in support of aims and strategic objective of the Hospital and of the Department of Health. Strategic leadership, delegate, supervise & co-ordinate the provision of effective and efficient patient care through adequate nursing care. Advocate and ensure the promotion of Nursing Ethos and Professionalism. Manage and ensure efficient utilization of resources allocated to your component. Contribute towards strategic planning process of the Hospital. Represent Nursing Component in the senior Management Team. Demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standards and ideal clinic realization. Deal with disciplinary and grievances matters relating to the Nursing component. Ensure provision of effective and efficient infection control services in the hospital. And affiliated Primary Health Care services. Monitoring and evaluation of patient care delivery in the hospital. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care. Develop/establish and maintain constructive working relationship between nursing staff and other stake holders (i.e.Inter-professional, inter sectorial & multidisciplinary team work).Formulation and implementation of nursing guidelines, practices, standards & procedures. Monitor and ensure all nurses are licensed to practice. Computer literacy Implement and monitor Employee performance Management and Development (EPMDS).

**ENQUIRIES APPLICATIONS** : Mrs C.I Ndlovu Tel No: (036) 6379600  
 : All applications should be forwarded to: The Human Resource Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Deliver to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION NOTE** : Mr S.D.Mdletshe  
 : Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 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: Certified copies should

not be older than six months. 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 form 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 will be considered for payment to candidates that are invited for interview.

- CLOSING DATE** : 26 March 2021
- POST 08/228** : **MEDICAL OFFICER GRADE1, 2 OR 3: REF NO: MBO03/2121 (X1 POST)**
- 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
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : **Grade 1:** Senior certificate/Matric or equivalent. MBChB degree or equivalent qualification PLUS, Proof of current registration (2021) with HPCSA as a Medical Practitioner – Independent practice. Certificate of service from current/previous employers stamped by HR must be attached. Certificate of registration with HPCSA as a Medical Practitioner – Independent practice. Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa. **Grade 2:** Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa. **Grade 3** Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to performed Community Service, as required in South Africa Recommendations: Caesarean section accreditation. Anaesthesia accreditation. Diplomas in O&G, Anesthesia, HIV management and Child Health will be added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care. Sound knowledge of national HAST Programme. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function within Multidisciplinary team. Exhibit sound knowledge of District Health System. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to participate in CPD meetings.
- DUTIES** : Clinical responsibilities including examination, investigation, diagnosis, and prompt treatment of patients in OPD/casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centered care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote good health. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties.

|                             |   |   |
|-----------------------------|---|---|
|                             | : | Collaboration with medical practitioners and other health care workers in neighboring health institutions.  |
| <b><u>ENQUIRIES</u></b>     | : | Mrs SI Mkhwanazi Tel No: (035) 4766242  |
| <b><u>APPLICATIONS</u></b>  | : | All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital  |
|                             | : | Human Resource Practices/Chief Executive Office   |
| <b><u>FOR ATTENTION</u></b> | : | The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. <b><u>NB:</u></b> Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered |
| <b><u>NOTE</u></b>          | : |   |
|                             | : | 19 March 2021   |
| <b><u>CLOSING DATE</u></b>  | : |   |
| <b><u>POST 08/229</u></b>   | : | <b><u>PHC SUPERVISOR: PRIMARY HEALTH CARE STREAM: VULINDLELA SUB DISTRICT REF NO: UMG01/10/21 (X1 POST)</u></b>   |
| <b><u>SALARY</u></b>        | : | R562 800 – R633 432 per annum PLUS 8% Rural allowance Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)  |
| <b><u>CENTRE</u></b>        | : | Umgungundlovu District Office   |
| <b><u>REQUIREMENTS</u></b>  | : | Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC. Current Registration with SANC as general Nurse and Primary Health Care Nurse A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications Code 8 Drivers licence. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, skills, training and competencies required:-Financial Management. Leadership, Organizational, decision making and problem solving. Knowledge of Public Service policies and other Health Related prescripts. Sound knowledge of Code of conduct. Good interpersonal skills. Human Resources Management and Labour Relations Act.  |
| <b><u>DUTIES</u></b>        | : | Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure provision of quality health care services. Provide contextual planning, monitoring and evaluation. Coordinate service area to ensure a primary health approach within the whole area. Facilitate and advocate for the required resources for service delivery including staff development. Ensure cost effective and appropriate use of resources. Ensure appropriate implementation of Batho Pele principles. Ensure development, implementation and evaluation of EPMS in line with departmental prescripts. Manage and support education, in-service training, and practice development initiatives in the facilities, professional growth, ethical standards and participation in training and research. Oversee disciplinary and grievance matters including monitoring and managing absenteeism. Implement consequence management for non-compliance. Ensure quality data management at facility and sub-district level. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Provide supervision to PHC clinics and units serving a community. Participate in Primary Health Care Sub –District Meetings. Deputize Assistant Manager Nursing and take over his/her responsibilities in absence.  |
| <b><u>ENQUIRIES</u></b>     | : | Mrs NM Ngubane Tel No: (033) 395 4340   |

- APPLICATIONS** : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffeejee Street (Burg street) Pietermaritzburg
- FOR ATTENTION NOTE** : Human Resource Department
- CLOSING DATE** : Preference will be given to African Males  
19 March 2021
- POST 08/230** : **OPERATIONAL MANAGER NURSING (NIGHT DUTY SERVICES) REF NO: DANCHC 02/2021 (X1 POST)**  
(Re-advertisement)
- SALARY** : Grade 1: R562 800 – R633 432 per annum. Other benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met and 8% Inhospital Allowance.
- CENTRE** : Dannhauser CHC
- REQUIREMENTS** : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: A minimum of 9 years appropriate/ recognisable 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 / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies required for the post: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Health Act, Occupational Health and Safety Act, Batho Pele principles, public service Regulations, Patient's Rights Charter, Labour Relations etc. Disciplinary code and Procedure, Grievance Procedure, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Team building and cross cultural awareness. Good report writing and facilitation skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.
- DUTIES** : Facilitate provision of comprehensive package of service at the PHC level including priority programmes and Quality Improvement Programmes. Develop clinic Operational Plan, monitor the implementation and submit progress reports. Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Ensure proper control and effective utilisation of all resources including HR, financial, vehicles and exercise care over government property at night. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care at night. Ensure Batho Pele Principles, national Core Standards and Ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for practice of safe nursing care as laid down by Nursing Act and Occupational Health and Safety Act. Ensure adverse event reporting as per protocol. Compile monthly, quarterly statistics and other reports.
- ENQUIRIES** : Mrs M Ntseki Tel No: (034) 621 6119
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080
- FOR ATTENTION NOTE** : Mrs DBP Buthelezi  
Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates,

Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference will be given to African Male

**CLOSING DATE**

:

19 March 2021

**POST 08/231**

:

**OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHKWAJALI 01/2021 (X1 POST)**

**SALARY**

:

R562 800 per annum. Other Benefits: 13<sup>th</sup> cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

**CENTRE**

:

ST Andrews Hospital – Kwajali Clinic

**REQUIREMENTS**

:

Diploma / Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.

**DUTIES**

:

To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

**ENQUIRIES**

:

Mrs VV Ncume Tel No: (039) 433 1955 EXT 259

**APPLICATIONS**

:

Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**

:

Human Resource Manager

**NOTE**

:

People with Disabilities and African Male are encouraged to apply

**CLOSING DATE** : 19 March 2021

**POST 08/232** : **MEDICAL SPECIALIST – SESSIONAL POST (GRADE 1, 2, 3) REF NO: GS 12/21**  
Component – Orthopaedics Department

**SALARY** : Grade 1: R497 952 per annum  
Grade 2: R569 088 per annum  
Grade 3: R660 816 per annum

**CENTRE** : Greys Hospital, PMB Metropolitan Hospitals Complex

**REQUIREMENTS** : A qualification in Health Science: Plus Registration with the Health Professions Council of South Africa as a Specialist Orthopaedics PLUS **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Orthopaedics **Grade 2** Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA in Orthopaedics. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with HPCSA in Orthopaedics. Recommendations; Knowledge, Skills, Training and Competencies: Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

**DUTIES** : Service Provision: Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Continuously monitor service delivery in outlying areas and institute quality improvement measures to correct deficiencies. Participate in Outpatient Assessment and Treatment, Ward Rounds and Operative Treatment. Management: Engagement with relevant stakeholders within the Pietermaritzburg and Outlying Hospitals concerning Orthopaedic services and training. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions. Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Co-ordination/integration of Orthopaedics in Outlying Hospitals. Teaching and Learning: Develop Teaching/learning programme relevant to District/Regional Outlying Hospitals Skills transfer programme by active participation in Outreach Programmes Research: To pursue research relevant to the pressing need of Orthopaedic in District and Regional Orthopaedics.

**ENQUIRIES** : Dr T.W. Yende Tel No: (033) 897 3299

**APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mr KB Goba

**NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 12/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE** : 19 March 2021

**POST 08/233** : **OPERATIONAL - MANAGER GENERAL STREAM – NIGHT DUTY REF NO: PSH 17/21 (X1 POST)**

**SALARY** : R444 276 per annum Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE** : Port Shepstone Regional Hospital  
**REQUIREMENTS** :  
Matric/Senior Certificate Degree/Diploma in General Nursing and Midwifery  
Current registration with South African Nursing Council as a registered nurse and midwife/ Accoucher A minimum of 7 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife in a hospital environment  
Current SANC Receipt for 2021 Attach proof of working experience endorsed by Human Resource Department/ Employer NB (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  
Leadership, management, planning, organizing and co-ordination skills.  
Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation  
Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control  
Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures  
Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counselling, teaching, mentorship and supervisory skills.  
Basic financial management skills  
Knowledge of Code of Conduct, Labour Relations and related policies.

**DUTIES** :  
Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner on night duty  
Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence  
Participate and ensure implementation of National Core Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho Pele principles, quality improvement initiatives including national priority program plans  
Identify staff training needs, ensure that effective development takes place and monitor performance thereof.  
Ensure that KZN priority objectives are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure effective and efficient management and utilization of resources including staff, material, financial, etc.  
Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures and Participate in analysis, formulation, implementation and review of hospital and unit standard operating procedures, standards and procedures  
Take charge ship of hospital after hours in the absence of senior management  
Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards.

**ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117  
**APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.

**FOR ATTENTION** : Mr. ZM Zulu  
**NOTE** : NB: 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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae.

**CLOSING DATE** : 19 March 2021

**POST 08/234** : **OPERATIONAL MANAGER GENERAL STREAM – GYNAECOLOGY REF NO: PSH 14/21 (X1 POST)**

**SALARY** : R444 276 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Port Shepstone Regional Hospital  
: Matric certificate. Degree / Diploma certificate in General Nursing and midwifery  
Current registration with South African Nursing Council as a registered nurse and  
midwife/accoucher. Current SANC Receipt for 2020. A minimum of 7 years  
appropriate / recognizable experience in nursing after registration as a General  
Nurse and midwife in a hospital environment. Attach proof of working experience  
endorsed by Human Resource Department/ Employer 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 Leadership, management, planning, organizing and co-ordination  
skills. Knowledge of relevant Acts, prescripts, policies and procedures governing  
health care service delivery. Clinical competencies and policy formulation Sound  
knowledge of nursing care delivery approaches and scope of practice in the areas  
under their control Sound knowledge of priority programs clinical guidelines,  
protocols, policies and procedures Good communication, interpersonal,  
negotiation, decision-making, problem-solving, conflict management, counseling,  
teaching, mentorship and supervisory skills. Basic financial management skills  
Knowledge of Code of Conduct, Labour Relations and related policies.

**DUTIES**

: Ensure adequate supervision of staff and provision of quality patient care in an  
efficient and cost-effective manner on night duty Facilitate and strengthen  
implementation of health care service delivery policies, procedures, clinical  
guidelines, protocols, plans and strategies aimed at achieving service excellence  
Participate and ensure implementation of National Core Standards, National Health  
Priorities, Ideal hospital and maintenance realization, Batho pele principles, quality  
improvement initiatives including national priority program plans Identify staff  
training needs, ensure that effective development takes place and monitor  
performance thereof. Ensure that KZN priority objectives are met Demonstrate  
effective communication with staff, patients, colleagues and clinicians including  
report writing and presentation Ensure effective and efficient management and  
utilization of resources including staff, material, financial, etc. Exercise control of  
discipline, grievance and labour relations in terms of laid down policies and  
procedures. Participate in analysis, formulation, implementation and review of  
hospital and unit standard operating procedures, standards and procedures Take  
charge ship of hospital after hours in the absence of senior management Ensure  
efficient data flow and information management Maintain client and staff  
satisfaction through setting and monitoring of service standards Application for  
employment (Z83). Certified copy of Identity document. Certified copy of Matric,  
Nursing qualification. Detailed Curriculum vitae.

**ENQUIRIES  
APPLICATIONS**

: Mrs MC Maqutu Tel No: (039) 688 6117  
: Applications should be posted to: The Human Resource Manager, Port Shepstone  
Hospital, Private Bag X5706, Port Shepstone 4240.  
Mr. ZM Zulu

**FOR ATTENTION  
NOTE**

: NB: 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).Due to financial constraints, S&T claims will not be  
paid to candidates who attended interviews. The appointment is subject to positive  
outcome obtained from the NIA to the following checks: security clearance, credit  
records, qualification, citizenship and previous experience employment  
verifications.

**CLOSING DATE**

: 19 March 2021

**POST 08/235**

: **RADIATION ONCOLOGY RADIOGRAPHERS (GRADE 1, 2, 3) REF NO: GS  
11/21**  
Component – Radiation Oncology Radiology

**SALARY**

: Grade 1: R395 703 per annum  
Grade 2: R466 119 per annum  
Grade 3: R549 066 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Home Owner Allowance,  
Employee Must Meet Prescribed Requirements



|                                      |   |
|--------------------------------------|---|
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Greys Hospital, Pietermaritzburg<br>: Senior certificate / Grade 12 National Diploma / Degree in Radiotherapy Current registration with Health Professions Council of South Africa as a Radiation Oncology Radiographer <b>Grade 1:</b> 4 years appropriate experience after registration with HPCSA <b>Grade 2:</b> 14 year's appropriate experience after registration with HPCSA of which 10 years must be after registration in Radiation Oncology Radiography <b>Grade 3:</b> 24 year's appropriate experience after registration with HPCSA of which 20 years must be after registration in Radiation Oncology Radiography Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Therapy, may also apply but will be appointed Titled as Diagnostic Radiographer, work in the Radiation Oncology component to attain or complete their 4 years appropriate experience and then be translated to Specialty). Knowledge, Skills and Experience: Basic/sound knowledge of radiotherapy treatment planning Sound Knowledge of treatment delivery principles and procedures Knowledge of radiation equipment, protection and quality assurance programs Ability to plan and organize resources Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an Added advantage. Good communication and patient care skills Knowledge of radiation control and safety measures Knowledge of Oncology procedures, equipment and protocols. |
| <b><u>DUTIES</u></b>                 | : Undertake all areas of basic and advanced radiation treatment planning Accurately interpret planning directives and deliver radiation to the patient Operate and care for all major equipment and accessories in the department Maintain patient care, quality and standards for the division Perform administrative duties related to the management of your allocated division Provide holistic physical and psychological support for patient and their family Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system Training of Radiotherapy students allocated to work with you in your respective division.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Mrs M. Mbhele Tel No: (033) 897 3415<br>: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.   |
| <b><u>FOR ATTENTION NOTE</u></b>     | : Mr. KB Goba<br>: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 11/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).  |
| <b><u>CLOSING DATE</u></b>           | : 19 March 2021   |
| <b><u>POST 08/236</u></b>            | : <b><u>PROFESSIONAL NURSE - SPECIALTY (MATERNITY) REF NO: EGUM 02/2021 (X2 POSTS)</u></b><br>(Re-advertisement)  |
| <b><u>SALARY</u></b>                 | : Grade 1: R383 226 – R444 276 per annum<br>Grade 2: R471 333 – R579 696 per annum<br>Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : E G & Usher Memorial Hospital<br>: Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a  |

Professional Nurse, 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certificate of Registration. Proof of current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2020). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing with Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience in the specific specialty after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.

**DUTIES**

: Provision of optimal, holistic specialized nursing care in Maternity with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents. e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.

**ENQUIRIES  
APPLICATIONS**

: Mr. MJ Mbali Tel No: (039) 797 8100  
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION  
NOTE**

: Human Resource Department  
 : 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](http://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. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in 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. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews 19 March 2021 at 16H00 afternoon

**CLOSING DATE**

**POST 08/237**

**SALARY**

**CENTRE REQUIREMENTS**

**DUTIES**

**ENQUIRIES APPLICATIONS**

**FOR ATTENTION NOTE CLOSING DATE**

**POST 08/238**

**SALARY**

**CENTRE REQUIREMENTS**

**CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 02/2021 (X1 POST)**

Grade 1: R383 226 per annum  
Grade 2: R471 333.per annum  
Other Benefits: 13<sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

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

To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

Mrs VV Ncume Tel No: (039) 4331955 EXT 259  
should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

Human Resource Manager  
People with disability and African male are encouraged to apply  
19 March 2021

**OCCUPATIONAL HEALTH NURSE GRADE1 AND 2 REF NO: 01/2021**

Grade 1: R383 226 - R444276 per annum (all inclusive salary package)  
Grade 2: R471 333 - R579 696 per annum (all inclusive salary package)

Pholela CHC  
Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse and Midwife, A post basic Nursing qualification in Occupational Health, with duration of at least 1 year, accredited with SANC, Current SANC Receipt-2021. **Grade 01:-** A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife plus a Post Basic

in Occupational Health Nursing Science. Grade **02**:- A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Occupational Health Nursing Science after obtaining the one year Post Basic Qualifications in Occupational Health Nursing Science, Certificate of service endorsed by H.R must be attached. Recommendation: Unendorsed, Valid Driver's license (code B or C1), Computer literacy: Ms Office applications certificates must be attached

**DUTIES**

: Co-ordinate HIV, AIDS and TB Management Sub-programme in context of prevention, treatment care and support, management of human and legal right to justice and monitoring, research and surveillance. Operationalize Health and Productivity Management Sub-Programme in the context of health productivity, disease management, chronic illness, mental health, temporal incapacity leave, ill-health promotion. Work as part of the multidisciplinary team to ensure quality of care, including working co-operatively with all employees of diverse social, religious and cultural backgrounds. Development of presentation for orientation and induction programme. Champion, promote and advocate proper treatment and care, including employee health and wellness campaigns so as to respond to the needs of employees. Conduct disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures and ensure their timeous Implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) occupational health training programmes. Conduct occupational health audits in line with the occupational health and health and safety Act 85 of 1993 and relevant legislation and protocol. Co-ordinate establishment of a multi-disciplinary HIV, AIDS, TB Health and productivity. Make contribution to Management Sub-Committee as a platform for reflecting on the Employee health and wellness issues. Compile and capture IOD cases on relevant forms, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour. Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit report to the CHC management and District Office. Develop occupational health business plan in line with institution plans and manage, plan, monitor evaluate and review the utilization of resource as an Occupational Health Practitioner.

**ENQUIRIES  
APPLICATIONS**

: Dr. N Zuma-Gwala Tel No: (039) 8329488  
: Direct your application quoting the relevant reference number to: The Human Resources officer, Pholela CHC, Private Bag x502, Bulwer 3244 hand delivered application at Human Resource Department on or before the closing date 16:00.

**FOR ATTENTION  
NOTE**

: Human Resource section  
: An Application for Employment form (z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznheath.gov.za](http://www.kznheath.gov.za). Certified copies of educational qualifications, highest educational qualifications and Health Professional Council Registration Certifications, Copy of detailed Curriculum vitae, certified copy of Identity Document and Driver's License, Certified copy of proof of current registration with SANC for 2021 must be submitted together with your CV ,(not copies of certified copies) , Proof of experience endorsed by Human Resource Component. 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. PHO 05/2021. Failure to comply with the above instructions will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive application will not be acknowledge .Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews Applicant in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. The appointments are subjected to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous

experience from Employers and verification from the Company intellectual Property Commission (CIPC) and proof of experience This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

19 March 2021

**POST 08/239**

**PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: SAH 01/2021 (X1 POST)**

Re-Advertisement

**SALARY**

Grade 1: R383 226 per annum

Grade 2: R471 333 per annum

Other Benefits: 13<sup>th</sup> Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS**

ST Andrews Hospital: Theatre

**Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Operating Theatre. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Operating theatre technique **Grade 2:** Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Operating theatre. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in Operating theatre. Current registration with SANC as a General Nurse, Midwifery and registration in operating theatre. Skills: 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. Knowledge of Batho Pele Principles and patients' rights charter.

**DUTIES**

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 labour 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. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment

**ENQUIRIES**

Mrs MR Singh Tel No: (039) 433 1955 EXT 211

**APPLICATIONS**

Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

People with Disabilities and African Males are encouraged to apply

**CLOSING DATE**

19 March 2021

**POST 08/240**

**PROFESSIONAL NURSE SPECIALTY: CHILD NURSING SCIENCE REF NO: SAH 02/2021 (X2 POSTS)**

Re-Advertisement

**SALARY**

Grade 1: R383 226 per annum

Grade 2: R471 333 per annum

Other Benefits: 13<sup>th</sup> Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

**CENTRE**

ST Andrews Hospital: Child Nursing Science

- REQUIREMENTS** : **Grade 1:** Diploma/ Degree in General nursing and Midwifery plus 1 year post basic qualification in Child Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Child Nursing Science. **Grade 2:** Diploma/ Degree in General nursing and Midwifery Plus 1 year post basic qualification in Child Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in Child Nursing Science. Current registration with SANC as a General Nurse, Midwifery and registration in operating theatre. Skills: 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. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : 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 labour 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. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES** : Mrs MR Singh Tel No: (039) 433 1955 EXT 211
- APPLICATIONS** : Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with Disabilities and African Males are encouraged to apply
- CLOSING DATE** : 19 March 2021

#### **PROVINCIAL TREASURY**

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

- APPLICATIONS** : KwaZulu-Natal: Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200 Emailed applications are accepted, please attach only one PDF file of all the required documents (signed, dated and certified) and email to [recruitment@kzntreasury.gov.za](mailto:recruitment@kzntreasury.gov.za) indicating the post title and its reference number in the subject line.
- FOR ATTENTION** : Ms L Mthimunye
- CLOSING DATE** : 19 March 2021
- NOTE** : A new application for employment Z83 form is applicable from the 1<sup>st</sup> January 2021. The Z83 new application form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Application must be accompanied by a detailed CV, together with certified copies (Certification not older than 6 months) of your qualification certificates including Matric, ID and Driver's licence (if required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV.Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. Shortlisted candidates will

be subjected to security vetting. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise.

#### **OTHER POST**

**POST 08/241** : **RISK MANAGEMENNT SPECIALIST: STRATEGT DEVELOPMENT AND MANAGEMENT REF NO: KZNPT 21/05**

**SALARY** : R733 257 per annum (All-inclusive package) (A remuneration package)  
**CENTRE** : KZN Provincial Treasury, Pietermaritzburg

**REQUIREMENTS** : A three year NQF level 6 National Diploma in Internal Auditing or a 3 year NQF level 7 Degree with Accounting or Risk Management or Auditing as majors. A minimum of three (3) years junior management experience in a Risk Management / Internal Auditing environment. A valid Driver's License is essential and in the case of people with disabilities who are unable to personally drive, proof of ability to meet work travel commitments has to be attached. Skills, Knowledge and Competencies: Constitution Public Finance Management Act PFMA and Treasury Regulations. Public Service Regulatory Framework PSFR, Standards for the Professional Practice of Internal Auditing, General Recognised Accounting Principles, Generally Accepted Accounting Principles. MTEF budget compilation and analysis. Risk Management Framework. Risk analysis. Risk Management practices, Risk management, Problem-solving, analytical and numeracy, analytical and quantitative methods tools, verbal communication and presentation, good interpersonal relations, research and analysis, report writing and general writing skills, project planning and management, change management, time management, policy development, strategic planning and management, organisational development and dispute resolution, chairing meetings, maintain high standard of honesty, objectivity, diligence and loyalty, due professional care and computer skills (MS Excel, MS Word, MS Office, Internet and intranet).

**DUTIES** : Conduct risk assessment on behalf of the client. Develop a comprehensive risk profile and recommend improvements on significant risk exposure for each client. Develop, implement, monitor and evaluate integrated risk management strategies. Facilitation of training on risk management to client. Provide risk management advisory services as per the requests by relevant client. Management of resources /administration.

**ENQUIRIES** : Mr. J Ramharak Tel No: (033) 897 4248  
**NOTE** : Targeted: African Females, African Males and people with disabilities who meet the requirements.

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

- APPLICATIONS** : Please email your applications quoting the reference number to [OOPRecruitment@nwpg.gov.za](mailto:OOPRecruitment@nwpg.gov.za).
- CLOSING DATE** : 26 March 2021
- NOTE** : 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 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 and submitted with the application. 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 POST**

- POST 08/242** : **ASSISTANT DIRECTOR: CONFLICT PREVENTION AND MANAGEMENT REF NO: NWP/OOP/2021/02**  
Purpose: To coordinate and facilitate provincial conflict and prevention and management strategies across the NWPG.
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Three year appropriate tertiary qualification in Labour Relations at NQF level 6 and/or equivalent qualification (NQF Level and Credits). 3-5 experience in labour relation matters 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 labour relations policies, prescripts, practices and related fields, knowledge of Labour Legislation Research Methodology, Dispute resolution, Project Management, Training in presentation and facilitation skills, Human Resource Management, Managing Performance And Supervision. Ability to work under pressure, good verbal and writing skills, ability to negotiate, develop and management of related projects.
- DUTIES** : Coordinate meetings of the Provincial Labour Relations Practitioner`s Forum. Provide support to departments in matters involving conflicts and or / disputes. Generate opinions and / or advice as requested by departments or when the need arises. Conduct mediation, facilitation in pursuit of either preventing conflicts or managing them. Disseminate contemporary labour relations information including landmark courts judgement as handed down by relevant courts. Ensure Departmental compliance with collective agreements, applicable legislation and policies: Provide advisory services to HODs, supervisors and employees across Departments, Circulars, consultation records and letters submitted to Deputy Director: Conflict prevention and management or decision making.
- ENQUIRIES** : Mr. D. M Kgame Tel No: (018) 388-3617/ Mr. B. S Malwane Tel No: (018) 388-3710



**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT EDUCATION (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 19 March 2021
- NOTE** : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 08/243** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT**  
**MANAGEMENT REF NO: 87**  
Directorate: Curriculum and Assessment Management
- SALARY** : R1 521 591 per annum (Level 15). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs
- CENTRE** : Head Office, Cape Town.
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA; 8 years of experience at senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid Driver's license.
- DUTIES** : Strategic management, guidance and advice in respect of the rendering of effective and efficient assessment and examinations as well as curriculum management and development. This includes the following broad areas of service delivery:  
Assessment: Develop provincial assessment systems and see to application of national assessment systems. Build skills and capacity in respect of the application of assessment systems. Review assessment systems based on feedback and feed into provincial intervention programmes and national review processes.  
Examinations: Plan the system of examinations for all phases of curriculum delivery. Administer examination and certification processes. GET Curriculum Development Coordinate curriculum research and development within learning areas. Coordinate curriculum development initiatives within the learning area context according to provincial needs in ECD, GET and ABET. Contribute to national curriculum policy development with respect to learning areas. Monitor, support and evaluate all provincial interventions within the learning area context. Develop policy documents, guidelines and training materials in support of learning areas. FET Curriculum Development Coordinate curriculum research and development within subjects. Coordinate curriculum development initiatives within the subject context according to provincial needs in FET. Contribute to national curriculum policy development with respect to subjects. Monitor, support and evaluate all provincial interventions within the subject context. Develop policy documents, guidelines and training materials in support of subjects. e-Learning Plan the roll out of e-learning initiatives. Ongoing professional Development of all Teachers
- ENQUIRIES** : Mr BK Schreuder Tel No: (021) 467 2519

|                                   |   |  |
|-----------------------------------|---|--|
| <b><u>POST 08/244</u></b>         | : | <b><u>CHIEF DIRECTOR: EXAMINATION AND ASSESSMENT MANAGEMENT REF NO: 85</u></b><br>Directorate: Examination and Assessment Management   |
| <b><u>SALARY</u></b>              | : | R1 251 183 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office, Cape Town<br>An undergraduate qualification (NQF level 7) as recognized by SAQA; 5 years of experience at senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Driver's license.   |
| <b><u>DUTIES</u></b>              | : | Develop and maintain provincial examination and assessment systems that are aligned to all national and provincial policies. Develop electronic examination and assessment systems in line with current policies to effectively meet the demands of 21 <sup>st</sup> century education. Ensure timeous appointment and training of moderation and marking officials for the various internal and external examinations and assessments. Ensure the training of school principals and invigilators in the management of the examinations. Ensure the Management of examination and assessment concessions, appeals, and accommodations for all grades via the CEMIS system. Provide guidance and support to schools to ensure the credibility of school-based assessment. Ensure the development of teachers in the different types of assessment. Ensure support to districts and schools in the identification and management of examination and assessment irregularities. Ensure that decentralization of selected examination functions to districts. Devise strategies to provide support and incentivize schools to improve examination and assessment results. Manage the planning and administration of examinations and certification throughout the education system. Ensure the management and administration of all external examinations, the resulting and certification thereof. Provide a provincial printing services and ensure timeous examination printing, sealing and distribution of examination material. Ensure that the machinery and equipment are serviced, upgraded and are of the highest standard. Coordinate and manage the marking examination answer scripts through the identification of marking centres and the appointment of personnel to perform the functions. Provide client support services and ensure accurate registration of candidates and registration and audit of examination centres in line with Umalusi requirements. Plan, manage and coordinate the development and implementation of examination and assessment information systems. Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems. Manage and monitor the development of new IT systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA. Oversee the provision of user management services. Drive training, capacity-building and knowledge sharing practices across the Directorates. |
| <b><u>ENQUIRIES</u></b>           | : | Dr P Beets Tel No: (021) 467 2346  |
| <b><u>POST 08/245</u></b>         | : | <b><u>DIRECTOR: CAPE TEACHING AND LEADERSHIP INSTITUTION (CTLI) REF NO: 84</u></b>   |
| <b><u>SALARY</u></b>              | : | R1 057 326 per annum (Level 13), all-inclusive package (A portion of the package can be structured according to the individual's personal needs)   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Kuils River<br>An undergraduate qualification (NQF level 7) as recognised by SAQA; 5 years' experience at a middle/senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's licence. Additional Requirements: Proven relevant management experience in an education environment. Advanced knowledge of the South African Schools Act. Knowledge of all legislation and policies as related to the Key Performance Areas applicable to teacher education and development. Proven excellence in leadership and management of teacher education and development programmes.   |
| <b><u>DUTIES</u></b>              | : | Design learning and development programmes. Provide curriculum and research development services - Consult research to guide develop and roll-out of blended programmes (e-learning, e-teaching and face-to-face). Develop learning and development programmes - Support the WCED overall vision, including e-vision   |

through needs responsive teacher professional development initiatives and programmes. Advocate and support the preparation of teachers to embrace the WCED e-vision strategy in collaboration with relevant units and partners. Coordinate differentiated professional development programmes that will address the need of teachers at different levels of ICT integration part of their pedagogy in all schools. Implement systems to identify and meet training and development needs and impact of interventions - Reflect, monitor and evaluate provincial strategies and related TPD data. Using the formal and informal analysis of the curriculum outcomes to identify the specific needs for curriculum professional development involving all phases including ECD/GET/FET. Assess training and development programmes. Liaise with HEIs regarding development programmes - Collaborate regarding suitable teacher development programmes empowering new and practicing teachers. Market the CTLI. Deliver learning and development programmes. Facilitate and coordinate functional training interventions. Facilitate and coordinate school management training - Support and contribute to the School management and leadership programmes. Facilitate and coordinate induction and orientation programmes for Teachers - Facilitate and expand on the mentorship and induction practices at school level. Facilitate and coordinate functional training interventions. Facilitate and coordinate the school business management training programme. Liaise and coordinate the pre-service training programme. Provide curriculum research development services. Manage awards and excellence programmes. Provide an education library and information service. Coordinate enhancement services to libraries. Coordinate the technical support for virtual learning and physical library services. Manage and coordinate the logistics administrative support and library server support of library services. Manage the improvement of teacher qualifications and competencies. Facilitate formal continuous Professional Teacher Development towards qualification and school-based improvement. Custodian for the Teacher Development Strategy. Implementation of future focused policy considerations. Observe and be sensitive for the processing of teachers continued needs in the classroom. Secure the infusion of ICT in the presentation of all programmes to serve as norm for teachers to implement in their classrooms and the pedagogy of subjects. Identify and coordinate professional development programmes for different group of teachers on the development spectrum. Manage the implementation and maintenance of the Continuous Professional Teacher Development System. Observe and monitor the impact of practical teaching on the preparedness of new teachers during their final year of initial teaching. Manage the NTA and other teaching awards systems. Coordinate PTEDC activities in the province. Render support services. Render financial services. Render facility management services - secure a well – functioning support and corporate services for the institute to ensure all the functional operation of facilities, venues and hostels against a high standard of effectiveness and tasteful neatness. Render course administration. Render general support services.

- ENQUIRIES** : Mr H Mahomed Tel No: (021) 467 2368
- POST 08/246** : **DIRECTOR: STRATEGIC PEOPLE MANAGEMENT REF NO: 86**
- SALARY** : R1 057 326 per annum (Level 13), all-inclusive package (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management/Administration, Business Management, Human Resource Management/Development or Industrial Psychology; 5 years' experience at a middle/senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's license. Additional Requirements: Proven relevant management experience in a people management environment. Proven excellence in strategic people (HR) framework development and Implementation.
- DUTIES** : People Policies, Systems and People Planning. Manage the development, implementation and reporting of relevant people policies, strategies and guidelines. Manage the development, maintenance and reporting on relevant people information. Oversee the development of a Human Resource Plan (inclusive of Employment Equity and Disability). Oversee the development, maintenance and

reporting on a people operational management system. Provide human resource research and product development. Co-ordinate collate and quality assure HR information in the Annual Report. Manage, monitor, evaluate and report on HR matters. Post provisioning and organization development alignment. Oversee post provisioning planning for the educator and public service sectors by analysing trends, preparing best scenarios and monitoring implementation. Coordinate organisational development interventions, job evaluation and change management. Consultation support on the post provisioning and organization development processes. Ensure sound establishment monitoring mechanisms with relevant reporting and efficiency identifications. People Empowerment. Manage an Employee Health and Wellness Programme (HIV/Aids, EAP). Manage Human Resource Development and Empowerment services: Co-ordination and reporting on the Work skills Plan Bursary Management. Internship provision and management. Management and Leadership Development. Performance Management and Advisory Services. Facilitate quality alignment and moderation of all performance management instruments for the public service and educator sectors. Ensure accountability alignment in terms of the performance management instruments. Manage, guide, implement and report on a Performance Incapacity process. Performance and Ethics Administration. Manage the Ethics framework, inclusive of SMS Financial Disclosures and Remunerative Work Outside the Public Service (RWOPS) Develop, implement and maintain individual performance management systems in accordance with national and provincial guidelines for both the educator and public service sectors. Management of pay and grade progression processes. Probation management for the educator and public service sectors.

- ENQUIRIES** : Mr M Cronje Tel No: (021) 467 2080
- POST 08/247** : **DIRECTOR: EXAMINATION AND PRINTING ADMINISTRATION REF NO: 88**  
Directorate: Examination and Printing Administration
- SALARY** : R1 057 326 per annum (Level 13). An all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund and a 13<sup>th</sup> cheque. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
: An undergraduate qualification (NQF level 7) as recognised by SAQA; 5 years' experience as a school principal/Deputy Director or Chief Education Specialist; Successful completion of the Certificate for entry into the Senior Management Service (SMS); valid driver's license Additional requirements: Middle/senior management experience in an educational environment which includes relevant experience in the conduct and administration of examinations at school, district, provincial or national levels. Knowledge and application of provincial and national examinations and assessment policies applicable to the schooling sector.
- DUTIES** : Effective planning and management of all examinations and assessments in the Western Cape. Ability to enhance the security in the administration of examination processes. Ensure all accredited examinations centres and their candidates are registered correctly for all examination and assessments. Ensure efficient service delivery to clients and manage client services via districts. Ensure accurate processing of examinations results and certification of candidates. Ensure error free printing, packing and distribution of question papers to examination centres. Effective management of script control and the timeous collection of answers scripts from schools. Identify schools as marking centres and ensure smooth set-up of marking centres for all examinations. Manage Examination System administration functions and utilisation of SITA IT consultants. Knowledge of examination systems and processes and the ability to upgrade IT systems and processes to streamline examination processes. Provide correct data/statistics to MEC, HOD, EXCO, TOPCO, Districts and other stakeholders as and when required. Contribute to the development and enhancement of national and provincial computer programmes. Ensure sound tender administration in collaboration with Supply Chain Management. Work in close collaboration with the Directorate: Assessment Management and Curriculum to ensure efficient management of examinations and assessment in the Province. Ensure availability after hours to attend to management issues especially during peak examination

periods. Ability to communicate and enter into contractual agreements with external service providers. Ability to think and operate both strategically and operationally. Competence and ability to be responsible and take accountability for decisions taken. Ability to identify risk and address them appropriately. Ability to manage a large budget, plan and execute deliverables timeously.

**ENQUIRIES** : Ms T Singh Tel No: 021-467 2541

#### **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** : 19 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 08/248** : **DEPUTY DIRECTOR: HUMAN RESOURCE & FACILITY MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Khayelitsha District Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Human Resource Management and/or Facility Management. Management and supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Ability to lead, innovate and drive change. Ability to work in a team and meet deadlines. Ability to analyse and use data for problem-solving and decision-making. Excellent knowledge and skills of HR policies, procedure and practice pertaining to Human Resource Management, Human Resource Development and Labour Relations.

**DUTIES** : (key result areas/outputs): Ensure effective and efficient management of all aspects of Human Resource Management, including Labour Relations and Human Resource Development. Strategic, operational and financial management of all Support Services including: waste management, linen, transport, porters, telecommunications, residence, food services and contracted services. Strategic, operational and financial management of technical services, including maintenance and health technology. Provide strategic management and leadership, as member of Khayelitsha Hospital senior management team.

**ENQUIRIES** : Mr D Binza Tel No: (021) 360-4479

**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. Shortlisted candidates may be requested to undertake a practical and competency test.

**POST 08/249** : **OPERATIONAL MANAGER NURSING (SPECIALITY: MOU)**  
Chief Directorate: Metro Health Services

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

**CENTRE** : Michael Mapongwana CHC

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least 1-year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific speciality after obtaining the 1-year post-basic qualification as

mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): Principles of Management: leadership, supervision, problem solving, conflict resolution, interpersonal and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resource and Financial Management, including computer literacy (MS Word, Excel, Powerpoint and Outlook).

**DUTIES** : Responsible for the coordination and delivery of quality nursing care within the allocated Maternal Child and Woman's Health department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources as well as functional business FBU management principles. Manage staff performance training and personal development of self and subordinates including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES** : Ms K Jacobs Tel No: (021) 361-3353

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

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

**POST 08/250** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
West Coast District

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

**CENTRE** : Clanwilliam CDC

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES** : Effective integrated execution and management of all clinical services (Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management w.r.t data collection, verification, report writing and submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management regarding ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.

**ENQUIRIES** : Ms ML Sandt Tel No: (027) 482-2166

**APPLICATIONS** : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION** : Mr SP Cupido

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

- POST 08/251** : **CASE MANAGER**  
Cape Winelands Health District
- SALARY** : R316 791 per annum  
**CENTRE** : Robertson Hospital and Montagu Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Appropriate experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Excellent written and verbal communication in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments and the provision of quotes. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist Hospital Management in the distribution of Quality Client Care and compilation of statistical reports.
- ENQUIRIES** : Mr E De Bruyn Tel No: (023) 626-8524  
**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.
- POST 08/252** : **INDUSTRIAL TECHNICIAN PRODUCTION (ANAESTHETIC)**  
Groote Schuur Hospital
- SALARY** : R257 508 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering ( T-, N- or S – Stream) or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000) (proof must be submitted) or equivalent. Experience: Appropriate experience with the repair and maintenance of electro-mechanical equipment. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages. Of the Western Cape. Computer literacy. The ability to fault-find and repair anaesthetic and related medical equipment. Competent with hands-on practical work. Knowledge of hydraulics, pneumatics, mechanics and electronics.
- DUTIES** : Carry out maintenance and repairs of anaesthetic and related medical equipment. General administrative duties as required by Clinical Engineering (write reports, assist with specifications and record keeping of departmental activities). Liaise with clients and suppliers. Ensure that the equipment meets the legal and safety requirements of the manufacturers, statutory bodies and that it is safe for patient use.
- ENQUIRIES** : Mr L Van Niekerk Tel No: (021) 404-4040, Mr I Said Tel No: (021) 404-4019  
**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 required to undergo a practical test.

- POST 08/253** : **PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT PRACTICES)**  
(4 Month Contract)  
Directorate: People Practices & Administration
- SALARY** : R173 703 per annum plus 37% in lieu of service benefits  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Ability to communicate in at least two of the three official languages of the Western Cape. Good communication. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, Microsoft Office, Outlook).
- DUTIES** : Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on the Department of Labour's online system. Deal with telephonic and written enquiries.
- ENQUIRIES** : Ms O Ruiters Tel No: (021) 483-5711  
**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. Candidates may be subjected to a practical test.
- POST 08/254** : **ADMINISTRATION CLERK: SUPPORT (WARD CLERK)**  
West Coast District
- SALARY** : R173 703 per annum  
**CENTRE** : Radie Kotze Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration in a health environment. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): High level of computer literacy. Good communication and interpersonal skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and experience of HIS/Clinicom and Logis PI.
- DUTIES** : Renders clerical patient support- liaison with all clients, admission of patients, discharge of patients. Render clerical support- administration of stock and consumables, keep statistics, communication responsibilities, photo copying and typing, recordkeeping, documentation and filing, bed management, arranges transport for patients. Support to supervisor and colleagues- optimal support of supervisor and colleagues, maintain filing system and recordkeeping. Support to the Head of Nursing with regards to staff administration- professional handling of staff administration, effective typing, secretarial functions, maintain agency bookings, staff recruitment and appointment duties.
- ENQUIRIES** : Mr NM Goeieman Tel No: (022) 913-1175  
**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. Shortlisted candidates may have to undergo a practical skills test.
- POST 08/255** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
Cape Winelands Health District
- SALARY** : R173 703 per annum  
**CENTRE** : Montagu Hospital (Stationed at Langeberg Sub-district in Robertson)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Appropriate experience and knowledge of Health Information Systems [HIS]. Inherent requirements of the job: Valid (Code B/EB) drivers licence and willingness to travel. Willingness to rotate within the Information Management Component. Competencies (knowledge/skills): Appropriate working knowledge of current computer software systems utilised by the Department of Health, as well as computer literacy (MS Word, Excel and



- PowerPoint). Knowledge and experience in departmental HIS systems, (i.e. Clinicom, BI, Sinjani, etc.). Appropriate Office Administration, Training and Presentation skills. Good written and communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for data management, data verification and data submission (i.e. collation, verification and validation of data) via sub-district – to district Information Management Office; within set time frames and according to the information management policies. Generate pivot tables, system reports and compile routine monthly reports. Monitoring, evaluation and feedback to management and relevant stakeholders of performance data, data quality and trends. Co-ordinate meetings and assist with relevant training and audits. Support end-users with access to information systems by liaising with Ce-I.
- ENQUIRIES** : Ms S Hansen Tel No: (023) 626-8537
- 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.

#### **DEPARTMENT OF LOCAL GOVERNMENT**

- CLOSING DATE** : 23 March 2021
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POST**

- POST 08/256** : **ASSISTANT DIRECTOR: HEAD OF DEPARTMENT SUPPORT REF NO: LG 05/2021 (X2 POSTS)**  
(12 Month Contract)
- SALARY** : R376 596 per annum (Level 09), plus a 37% in lieu of service benefits.)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 6 years relevant experience Recommendation: Experience providing administrative support to a senior manager. Competencies: Knowledge in the following: Relevant legislation/policies/prescripts and procedures; Latest advances in public management and administration; Public service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual Financial Manual ; Human Resource Management; Broad knowledge of all aspects pertaining to line functions within the Department; Administration and financial management including budget control; Procurement and tender administration; High level of communication (verbal and written) and negotiation skills; Outstanding planning, organising and people management skills; Ability to perform functions politically and diplomatically; Proven computer literacy; Good interpersonal relations, strong leadership and ability to motivate staff; Interpersonal relations.
- DUTIES** : Render administrative support services: Supporting the manager with the administration of the budget; Communication and liaison: Liaise with various local government officials as well as the general public; Assist manager in the execution of its inter- and intra-governmental function; Render personal support to the HOD (Head of Department); Organise interviews, appointments and performances for and to the HOD (Head of Department); Control all documents for meetings, including cabinet meetings; Management and supervision: Perform role of supervisor e.g. disciplining, performance management, mentoring and determining

**ENQUIRIES**

of workload and additional tasks; Minute-taking of HOD (Head of Department) meetings.  
: Mr F. Mathee at Tel No: (021) 483 2051/ 07 964 8724