

## PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 29 OF 2024**  
**DATE ISSUED 16 AUGUST 2024**

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENT

: **DEPARTMENT OF EMPLOYMENT AND LABOUR:** Kindly note that the Internship of Communication and Stakeholder Management: Ref No: HR 5/1/2/3/93, for Compensation Fund, Pretoria advertised on Public Service Vacancy Circular 27 dated 26 July 2024 a closing date 14 August 2024, is published with the incorrect educational requirements. The correct requirements are as follows: National Diploma in Marketing, Public Relations, Communication, Media studies, Journalism. The rest of the advert and application instructions remains the same. The closing date is therefore extended to 30 August 2024. Enquires: Mr Dumisa Dlamuka at 066 196 0700.

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**NATIONAL PROSECUTING AUTHORITY**

*The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in the selection of suitable candidates. Please be advised that the Aspirant Prosecutor Programme is part of the NPA Youth Employment initiative therefore the selection process will be focused towards the appointment of young people, 35 years or younger.*

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response e-mail addresses stated below.
- CLOSING DATE** : 02 September 2024
- NOTE** : Applicants must submit applications on the most recent Z83 form, which can be obtained on the website of any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>. The Z83 must be accompanied by a comprehensive CV (describe details of previous legal experience). Failure to submit applications in the prescribed manner, will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents inclusive of a copy of Academic Record for final year LLB students on or before the day of the interview, following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. A handwritten Z83 must be completed in Block Letters. Where the Z83 is not completed as prescribed your application will be disqualified. Applicants must apply to only one (1) centre. Should an application be submitted to more than one (1) centre the applicant will be disqualified from the process. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System. Applications submitted in any other way other than the published e-mail address will be treated as invalid. Please do not contact the NPA directly after you have e-mailed your application to enquire if your application has been received. If you have not received an acknowledgement of receipt within one week after the closing date, only then may you contact the NPA through the enquiries person listed in the advert. The NPA reserves the right not to fill any particular position. If you do not hear from us within six (6) months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. Applicants are advised that as from 1 January 2021 a new Z83 application form is in use. The new application for employment form (Z83) 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 (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

**OTHER POST**

- POST 29/01** : **ASPIRANT PROSECUTOR TRAINING**  
National Prosecutions Service
- SALARY CENTRE** :
- R239 673 – R277 341 per annum (LP-1 to LP-2)
  - Vaal (Benoni) (Ref No: APTVAL25) (X5 Aspirants)
  - Johannesburg (Ref No: APTJHB25) (X5 Aspirants)
  - Randburg (Ref No: APTRAN25) (X5 Aspirants)
  - Bloemfontein (Ref No: APTBFN25) (X5 Aspirants)
  - Welkom (Ref No: APTWEL25) (X6 Aspirants)
  - Ladysmith (Ref No: APTLAD25) (X8 Aspirants)
  - Kimberley (Ref No: APTKIM25) (X8 Aspirants)
  - Klerksdorp (Ref No: APTKLE25) (X7 Aspirants)
  - Mthatha (Ref No: APTMTH25) (X8 Aspirants)
  - Bellville (Ref No: APTBEL25) (X8 Aspirants)

- Polokwane (Ref No: APTPLK25) (X3 Aspirants)  
 Thohoyandou (Ref No: APTTHO25) (X3 Aspirants)  
 Modimolle (Ref No: APTMOD25) (X3 Aspirants)  
 Middelburg (Ref No: APTMID25) (X6 Aspirants)
- REQUIREMENTS** : Complete LLB degree or equivalent foreign qualification supported by proof of accreditation of qualifications from SAQA. Final year LLB students may apply, provided that the LLB degree will be completed before the start date of the programme. Applicants must be currently unemployed, have no legal experience, and must NOT have participated in any form of Practical Vocational Training for legal practitioners. Permanent employees of the Department (DOJ&CD) and the NPA meeting the requirements may also apply. Applicants must be South African. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility.
- DUTIES** : Successful candidates once appointed will undergo a 12-month training programme. There will be a formal assessment on completion of the training to determine competency for appointment as a prosecutor Conditions: When carrying out their duties, Prosecutors are always required to comply with the Code of Conduct and observe Policy Directives as determined and issued by the National Director of Public Prosecutions. A written contract between the National Prosecuting Authority and the Aspirant Prosecutor outlining the conditions of service shall be entered into and such contract will be valid and binding between the parties. An entry examination will be written which will form part of the selection process and only candidates successful in the examination based on the criteria decided will be allowed to the next level of the selection process. Aspirant Prosecutors who successfully completed the programme may not be placed permanently or on contract as District Court Prosecutors within the centre/cluster or division where they were trained. Placement is at the discretion of the NPA at any office in the country. Where an offer of permanent placement against a vacant post is made after the training and is declined, it will be regarded as a termination of contract employment. It is anticipated that the program will commence on 3 March 2025. All successful candidates must be available to accept the offer to commence with the training programme at the start of the programme. No request to start later than the commencement date will be entertained. An updated entry examination study guide is available on the NPA Website.
- ENQUIRIES** : Gija Maswanganyi Tel No: (012) 845 6944; Mlungisi Baloyi Tel No: (012) 845 6927; Pfanani Malova Tel No: (012) 845 6953
- APPLICATIONS** : Vaal (Benoni) e-mail [APTVAL25@npa.gov.za](mailto:APTVAL25@npa.gov.za)  
 Johannesburg e-mail [APTJHB25@npa.gov.za](mailto:APTJHB25@npa.gov.za)  
 Randburg e-mail [APTRAN25@npa.gov.za](mailto:APTRAN25@npa.gov.za)  
 Bloemfontein e-mail [APTBFN25@npa.gov.za](mailto:APTBFN25@npa.gov.za)  
 Welkom e-mail [APTWEL25@npa.gov.za](mailto:APTWEL25@npa.gov.za)  
 Ladysmith e-mail [APTLAD25@npa.gov.za](mailto:APTLAD25@npa.gov.za)  
 Kimberley e-mail [APTKIM25@npa.gov.za](mailto:APTKIM25@npa.gov.za)  
 Klerksdorp e-mail [APTKLE25@npa.gov.za](mailto:APTKLE25@npa.gov.za)  
 Mthatha e-mail [APTMTH25@npa.gov.za](mailto:APTMTH25@npa.gov.za)  
 Bellville e-mail [APTBEL25@npa.gov.za](mailto:APTBEL25@npa.gov.za)  
 Polokwane e-mail [APTPLK25@npa.gov.za](mailto:APTPLK25@npa.gov.za)  
 Thohoyandou e-mail [APTTHO25@npa.gov.za](mailto:APTTHO25@npa.gov.za)  
 Modimolle e-mail [APTMOD25@npa.gov.za](mailto:APTMOD25@npa.gov.za)  
 Middelburg e-mail [APTMID25@npa.gov.za](mailto:APTMID25@npa.gov.za)
- NOTE** : It is anticipated that the program will commence on 1 March 2025. All successful candidates must be available to accept the offer to commence with the training programme at the start of the programme. No request to start later than the commencement date will be entertained. An updated entry examination study guide is available on the NPA Website.

## NATIONAL TREASURY

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



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

## OTHER POST

<b><u>POST 29/02</u></b>	:	<b><u>AUDIT COMMITTEE MEMBER REF NO: AC001/2024</u></b> Fixed-Term Contract (Three-Years) Division: Office Of the Director-General Purpose: As a statutory Committee that performs oversight and advisory role to the National Treasury (NT), Accounting Standards Board (ASB), Government Technical Advisory Centre (GTAC) and Co-operative Banks Development Agency (CBDA), as well as the Accounting Officer/Authority and the Executive Authority in terms of the requirements of the Public Finance Management Act.
<b><u>SALARY</u></b>	:	Remuneration will be paid in accordance with the National Treasury Audit Committee Charter
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Hold a Chartered Accountant (SAICA) or Chartered Certified Accountant (ACCA) or Certified Internal Auditor (IIA) or Registered Government Auditor (SAIGA) designation. Be in possession of a NQF level 8 qualification in Accounting or Internal Auditing or Auditing or Risk Management. Have experience in a senior management and/or oversight role. Have experience and/or knowledge on Corporate Governance in the Public Sector. Experience and/or knowledge in the field of Internal Auditing. Experience and/or knowledge in the field of Public Sector External Auditing. Experience and/or knowledge in the field of Public Sector Accounting. Experience and/or knowledge in Compliance Management. Experience and/or knowledge in Risk Management. In

addition to the above, candidates should demonstrate experience in participating in governance structures, ability to dedicate time to the activities of the Audit Committee and have experience in serving on Audit Committees.

**DUTIES**

: Some key Outputs include: Review the coordination of assurance efforts to ensure completeness of coverage and promote the effective use of audit resources. Review the adequacy and effectiveness of the NT's and entities' governance processes, risk management and internal controls, including information systems controls and security, the quality of financial and other management information produced to ensure integrity and reliability, any related significant findings and recommendations of the internal and external auditors together with management's responses thereto; Examine and review the annual financial statements before final approval thereof. Examine and review the annual performance report before final approval thereof. Review any significant incidents of a criminal or irregular nature. Provide oversight on Risk Management and Compliance with laws and regulations.

**ENQUIRIES**

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

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. or via email at [applicationsNO@judiciary.org.za](mailto:applicationsNO@judiciary.org.za)
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London or via email at [applicationsEC@judiciary.org.za](mailto:applicationsEC@judiciary.org.za)
- Gauteng Division of the High Court:** Pretoria /Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg or via email at [applicationsGAU@judiciary.org.za](mailto:applicationsGAU@judiciary.org.za)
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley or via email at [applicationsNC@judiciary.org.za](mailto:applicationsNC@judiciary.org.za)
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town or via email at: [applicationsWC@judiciary.org.za](mailto:applicationsWC@judiciary.org.za)

**CLOSING DATE**

: 30 August 2024

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the

logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

**ERRATUM:** Kindly note that the Job title for the three (3) posts of Registrar: Mpumalanga Division of the High Court, Ref No: 2024/84/OCJ, Northern Cape Division of the High Court: Kimberley, Ref No: 2024/85/OCJ, Gauteng Division of the High Court: Johannesburg, Ref No: 2024/86/OC. advertised on DPSA Circular 28 with a closing date of 19 August 2024 are Chief Registrars.

The following duties of the post of Chief Registrar: Northern Cape Division of the High Court: Kimberly, Ref No: 2024/88/OCJ have been removed from the advertisement: "Make inputs on amendments of Court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal".

The job title of the three (3) posts of Law Researcher, Free State Division of the High Court, Ref No: 2024/87/OCJ, Northern Cape Division of the High Court: Kimberley, Ref No: 2024/88/OCJ, Eastern Division of the High Court Makhanda, Ref No: 2024/89/OCJ are Senior Law Researchers.

The job title of the post of Assistant Director Security, Ref No: 2024/90/OCJ is Assistant Director: Security and Risk Management and the Centre of the post of Administration Clerk, Ref No: 2024/99/OCJ is Labour and Labour Appeals Court: Cape Town.

The post of Administration Clerk, Ref No: 2024/106/OCJ, Eastern Cape Division of the High Court: Makhanda has been withdrawn.

#### **OTHER POSTS**

- POST 29/03** : **LAW RESEARCHER REF NO: 2024/139/OCJ**  
(Re-advertisement, candidates who previously applied are encouraged to apply)
- SALARY** : R552 081 - R650 322 per annum (Level 10). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Division of The High Court
- REQUIREMENTS** : Grade 12 certificate and a LLB or four (4) year legal qualification as recognised by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience. A minimum of three (3) years' supervisory experience. Knowledge of electronic information resources and the ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastats). A LLM degree will serve as an added advantage. Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Office). Problem analysis and solving skills. Planning and organizing. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Time management skills. Ability to work under pressure. Ability to work independently. Supervisory skills.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare judgments. Research



and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Supervise the law researchers and manage all HR related functions within the unit. Assist with the communication, organization and full secretariat functions for the Judge President Case Flow Management meetings.

**ENQUIRIES** : Technical Related Enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588  
 HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4585  
**NOTE** : OCJ will give preference to candidates in line with the departmental Employment

**POST 29/04** : **ASSISTANT DIRECTOR SECURITY REF NO: 2024/107/OCJ**

**SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement

**CENTRE** : Eastern Cape Division of the High Court: Bisho  
**REQUIREMENTS** : Matric certificate and a three-year National Diploma/Degree/B-Tech in Security Management/ Security Risk Management (NQF level 6) or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of three years' supervisory experience in security environment. Grade B PSIRA registered certificate. Completion of Security Management Course offered by Sate Security Agency (SSA) would be an added advantage. Valid drivers' license - Code EB. . Sound knowledge of MISS, MPSS, National Key Points Act, Criminal Procedure Act, Control of Access to Public Premises and Vehicles Act, Labour Relations Act, PSIRA, OHS, Public Service Regulations, PFMA, Treasury Regulations, SASREA and other security related legislations. Ability to work with other stakeholders including SAPS, SSA and clients. Computer literate (MS Word, Excel, Power point and outlook). Ability to work under pressure and travel extensively. Technical skills in physical and electronic access control equipment like CCTV, biometric and intruder detection systems etc. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Coordinate and manage implementation of physical security measures for the Office of the Chief Justice (OCJ) in the province in line with the Minimum Physical Security Standards (MPSS). Conduct Threat & Risk Assessments. Contract Management: management of Security Service Providers contracted to OCJ. Roll out of security awareness programmes. Investigate security breaches and compile investigation reports. Coordinate provision of security measures for the Judiciary. Enforcement of compliance with Occupational Health & Safety Act (OHSA). Develop and oversee implementation of the Contingency Plan. Coordinate security planning for special events hosted by the Department, the events which include planning for high profile cases enrolled at Superior Courts. Security Stakeholders engagement. Develop Standard Operational Procedures (SOP's) that give effect to the implementation of departmental security policy and related security directives. Security Administration: Compile and consolidate monthly and quarterly reports submitted by various courts in the province. fleet management.

**ENQUIRIES** : Technical /HR Related Enquiries Mr. Mponzo Tel No: (047) 726 5217

**NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST 29/05** : **JUDGE'S SECRETARIES (X26 POSTS)**  
 (3-Year Contract)

**SALARY** : R308 154 – R362 413 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : **Gauteng Division of the High Court: Pretoria** (X11 Posts)  
 Ref No: 2024/108/OCJ  
 Ref No: 2024/109/OCJ

Ref No: 2024/110/OCJ  
Ref No: 2024/111/OCJ  
Ref No: 2024/112/OCJ  
Ref No: 2024/113/OCJ  
Ref No: 2024/115/OCJ  
Ref No: 2024/116/OCJ  
Ref No: 2024/117/OCJ  
Ref No: 2024/118/OCJ  
Ref No: 2024/119/OCJ

**Gauteng Division of the High Court: Johannesburg (X15 Posts)**

Ref No: 2024/120/OCJ  
Ref No: 2024/121/OCJ  
Ref No: 2024/122/OCJ  
Ref No: 2024/123/OCJ  
Ref No: 2024/124/OCJ  
Ref No: 2024/125/OCJ  
Ref No: 2024/126/OCJ  
Ref No: 2024/127/OCJ  
Ref No: 2024/128/OCJ  
Ref No: 2024/129/OCJ  
Ref No: 2024/130/OCJ  
Ref No: 2024/131/OCJ  
Ref No: 2024/132/OCJ  
Ref No: 2024/133/OCJ  
Ref No: 2024/134/OCJ

**REQUIREMENTS**

: Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES**

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved *via* e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5<sup>th</sup> of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the

invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaves in the Judges library are attended to. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

**ENQUIRIES** : Technical Ms M Campel Tel No: (010) 492 6799, Ms S Kajee Tel No: (010) 494 8589 /HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST 29/06** : **SENIOR COURT INTERPRETER REF NO: 2024/135/OCJ**  
(Re-advertisement, candidates who previously applied are encouraged to apply)

**SALARY** : R308 154 – R362 994 per annum. Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Gqeberha  
: A minimum of three (3) years' practical experience in court interpreting or Grade twelve (12) years and ten (10) years' practical experience in court interpreting. Proficiency in English and two indigenous languages mainly in IsiXhosa and Afrikaans. Other indigenous languages will be an added advantage. Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service.

**DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.

**ENQUIRIES** : Technical Related Enquiries: Ms P Nyhiba Tel No: (041) 502 6626  
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

**POST 29/07** : **SECRETARY REF NO: 2024/136/OCJ**

**SALARY** : R216 417 - R254 928- per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Northern Cape Division of the High Court: Kimberly  
: Matric certificate. Knowledge and experience of procedures and processes applied in Office Management; Understanding of Confidentiality; Typing as a subject or a Secretarial Certificate or any other relevant training or qualification. A valid driver's license will be an added advantage. Shortlisted candidates may be subjected to a practical test in order to demonstrate their typing and computer skills. Skills and Competencies: Good communication skills (written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem-solving skills, good judgement and decision-making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Administer an online and physical diary of the Director: Court Operations; Manage information and data on behalf of the Director: Court Operations; Plan and schedule day to day task of the Director: Court Operations; Manage telephone calls and convey messages; Organize meetings/workshops/conference and functions; Draft coherent submission, executive reports, memorandum and letters; Type and edit correspondence; Receive and attend to visitors; Serve refreshment to visitors and/or at identified 101 meetings as indicated by the Director: Court Operations; Handle travel arrangements of accommodation, flights tickets, subsistence and travel claims and any other tasks as directed by the Director: Court Operations; Accompany/attend meetings

with the Director: Court Operations and compile minutes.

**ENQUIRIES** : Technical/HR Related Enquiries: Technical/HR related enquiries: Ms L Wymers Tel No: (053) 492 3533

**NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST 29/08** : **ADMINISTRATION CLERK: ORGANISATIONAL DEVELOPMENT REF NO: 2024/137/OCJ**

**SALARY** : R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Grade 12, no experience required, National Diploma in Management Services/Work Study or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA will be an added advantage. Skills and Competencies: Knowledge of Organisational Development Principles and Procedures, Knowledge of Job Evaluation process and grading systems, Basic Change, Self-Management principles, Knowledge of PSR prescripts and procedures Communication skills, Problem solving skills, Project Management skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organising skills, Computer literacy (OrgPlus, MS Office, Visio). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements

**DUTIES** : Provide support in the implementation and maintenance of the approved organisational structure, provide efficient and effective administrative related activities to the unit. Review Departmental job description. Provide support to the Job Evaluation process.

**ENQUIRIES** : Technical related enquiries: Ms L Theledi, Tel No: (010) 493 2533  
HR related enquiries: Mr A Khadambi, (010) 493 2500

**NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST 29/09** : **TYPIST REF NO: 2024/138/OCJ**

**SALARY** : R183 279 - R215 892 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Northern cape Division of The High Court

**REQUIREMENTS** : Matric certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. A valid Driver's license will serve as an advantage. Skills and Competencies Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.

**ENQUIRIES** : Technical/HR Related Enquiries: Technical/HR related enquiries: Ms L Wymers Tel No: (053) 492 3533

**NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 or by email to [HR@dpme.gov.za](mailto:HR@dpme.gov.za) (please quote the relevant post and reference number)
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 30 August 2024 at 16:30
- NOTE** : 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 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. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. 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 appointment 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 may be required to complete a written test as part of the selection process. 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. 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). Website [www.dpme.gov.za](http://www.dpme.gov.za)

## OTHER POSTS

- POST 29/10** : **RISK AND COMPLIANCE MANAGEMENT COMMITTEE CHAIRPERSON REF NO 01/2024**  
Three (3) Years contract
- SALARY** : Members of the Audit Committee will be remunerated in terms of National Treasury rates
- CENTRE** : Pretoria
- REQUIREMENTS** : A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management, Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee, A

knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPSA guidelines on National Departments. The ideal candidate must have excellent knowledge in of the Risk Management, Corporate Governance, Compliance Management, Public Finance Management Act and Treasury Regulations, Enterprise Wide Risk Management (EWRM), ISO 31000 Standard, COSO model and Public Sector Risk Management Framework. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy skepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.

**DUTIES** : Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, anti-fraud and Corruption, compliance management and business continuity plan Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

**ENQUIRIES** : Ms S Mbeleki Tel No: (012) 312-0451

**POST 29/11** : **AUDIT COMMITTEE MEMBER REF NO: 02/2024 (X3 POSTS)**  
(Three (3) Years contract)

**SALARY** : Members of the Audit Committee will be remunerated in terms of National Treasury rates

**CENTRE** : Pretoria  
Human Resource Management (X1 Post)  
ICT Governance (X1 Post)  
Public Policy (X1 Post)

**REQUIREMENTS** : A Bcom/ B Degree/BSC/BTech or Post graduate tertiary qualification in Public Policy or Human Resource or Information and Communication Technology. A Master in Business Administration and /or professional qualification such as Certified Information Systems Auditor (CISA), Certification in Governance of Enterprise IT (CGEIT), and. Applicants must possess extensive executive management / leadership experience in ICT Governance or Human Resource, talent management, diversity management or Public Policy planning and implementation Knowledge in COBIT 19 Framework / ITIL will be an advantage At least 3 years' experience / exposure in serving in oversight committees. Knowledge of the Public Service Act / Regulations, Public Finance Management Act and Treasury Regulations, and other relevant legislation/policies is essential It will be deemed as an advantage if applicants are members of a recognised professional body. Applicant must be independent and knowledgeable on the status of their position as a member of the Audit Committee and must not be a political office bearer. Applicants must demonstration high level of integrity, inquisitiveness, independent judgement, knowledge of public sector risk and control. Ability to offer new perspective. Strong leadership. Ability to promote a conducive and effective working environment / relationship among committee members, executive management, internal and external auditors. Excellent communication skills (verbal and written).

**DUTIES** : Audit Committee will be required to perform oversight responsibilities on governance, information technology governance, organisational human resource management, and public policy Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Audit Committee operate as a collective and regulated by the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations and Audit Committee Charter Audit Committee will be required to discharge its roles and responsibilities in accordance with the relevant legislation and the Audit Committee Charter Ensure that Internal Audit Unit operates in accordance with International Standards For The Professional Practice of Internal Auditing Build trust and confidence, promote a conducive and effective working relationship among committee members, executive management, internal and external auditors and other stakeholders. Overseeing the effectiveness and reliability of financial and non-financial information, internal control and risk management Advising the executive management on matters relating to amongst others governance, audit, financial management and internal control Independently reviewing the reporting process to ensure the integrity of financial and performance management reports

**ENQUIRIES**

Providing oversight on the implementation of management action plans to address audit issues Providing oversight on institutional compliance with legislative and regulatory requirements. Promoting a culture committed to lawful and ethical behaviour, including oversight on fraud management.  
Ms S Mbeleki Tel No: (012) 312 0451

**DEPARTMENT OF TRADITIONAL AFFAIRS**

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

- APPLICATIONS** : Applications may be posted to: Director: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor, Pencardia 1 Building or e-mail at [DTARecruitment@cogta.gov.za](mailto:DTARecruitment@cogta.gov.za).
- CLOSING DATE** : 30 August 2024
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 form and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (Only shortlisted candidates may provide such proof). 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. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

**OTHER POST**

- POST 29/12** : **PERSONAL ASSISTANT: INSTITUTIONAL SUPPORT & COORDINATION REF NO: 2024/14**  
Institutional Support & Coordination Branch
- SALARY** : R308 154 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma in Office Administration/Public Management or relevant qualification at NQF level 6/7. 3-5 years' experience in rendering administrative support to a senior manager. Good communication skills and ability to communicate well with people at different levels and from different backgrounds. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems and good telephone etiquette, sound organizational skills.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Branch: Receive and distribute documents. Record documents in the appropriate registers. File and manage paperwork of the office of the Branch manager. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/workshops. Compile minutes/reports. Draft memoranda and any other correspondence. Manage the diary of the Branch manager: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Ensure the effective flow of information and documents to and from the office of the Branch manager. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g Progress reports, monthly reports, management reports. Respond to enquiries received from internal and external stakeholders. Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory



and equipment within the unit. Make copies, fax and email documents as required. Provide administration support to the Branch manager: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the Branch manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Branch manager as and when required. Coordinates logistical arrangements for meetings.

**ENQUIRIES**

:

Ms T Shandu Tel No: (012) 336 0783

**PROVINCIAL ADMINISTRATION: FREE STATE**  
**DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**

- APPLICATIONS** : Document should be submitted to the Head: Department of Economic, Small Business Development, Tourism and Environmental Affairs. Email: [mahlabac@destea.gov.za](mailto:mahlabac@destea.gov.za)
- CLOSING DATE** : 30 August 2024 at 15H45
- NOTE** : Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) and must be accompanied by a recently updated comprehensive CV only with three contactable references. Only shortlisted candidates will be required to submit certified copies of qualifications. Failure to do so will result in your application being disqualified.

**OTHER POST**

- POST 29/13** : **CHAIRPERSON: INDEPENDENT RISK MANAGEMENT COMMITTEE**  
(3 Years Contract)
- SALARY** : Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in line with the National Treasury guidelines.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : The incumbent must be an independent external Chairperson, with extensive knowledge and experience in relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, ISO31000, King IV report on Corporate Governance, the Committee of Sponsoring Organizations (COSO) and Public Sector Risk Management Framework. Must have previously served on the Risk Management/Audit Committee. Experience in Risk Management, Financial Management, Information Technology, Anti-Fraud and Corruption and Auditing in Public or Private Sector. Qualifications: An undergraduate qualification and post graduate qualification (NQF level 08) as recognised by SAQA in Auditing, Risk Management or Business Administration. CIA, CA, CRM will be an added advantage. The ideal candidate should have 8-10 years' experience gained at a Senior Managerial level within Strategic/Risk Management and/or an Auditing/Financial, Anti-Fraud and Corruption environment, preferably in the Public Service. Previous experience of serving in the Risk Management Committee and/or Audit Committee will be advantageous.
- DUTIES** : The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge his duties in respect of risk management with an ultimate aim of achieving the Department's objectives. The incumbent's duties will be to: Provide an oversight role on the review and monitoring implementation of the risk management framework, policy, charter and strategy within the Department. Provide guidance on integration of risk management into planning, monitoring and reporting processes. Provide advice/guidance on setting and review of the risk appetite, tolerance levels, and anti-fraud measures. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter). Report annually to the Executive Authority through Audit and Risk Committee. Management Of the Committee: Take all reasonable steps to ensure that the committee fulfils its responsibilities and obligations. Calling and chairing quarterly meetings. Act as liaison between the Accounting Officer and Audit Committee. Maintain ethical and responsible decision-making framework at committee level and address any unethical or dishonest situation or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions. Running Meeting: Set an agenda for each meeting. Chair the meeting to the RMC, take all reasonable steps to encourage participation of all committee members in the Committee meetings and facilitate free and constructive

discussion and maintain a good relationship with the secretariat to ensure that all tasks which were completed between the meetings are completed.

**ENQUIRIES**  
**NOTE**

- : Me MC Mahlaba Tel No: (051) 400 9503
- : Term Of Appointment: Appointment will be made for a period of 3 years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than two terms. This is not a full-time appointment. Risk management Committee has four statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Committee or Accounting Officer. NB: In terms of Section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999) (the "PFMA"), the Department of Economic, Small Business Development, Tourism and Environmental Affairs requires the services of a qualified and interested person to serve as the Chairperson of its Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise-wide Risk Management in fulfilling his mandate as required by the PFMA.

**DEPARTMENT OF HEALTH**

**APPLICATIONS**  
**CLOSING DATE**  
**NOTE**

- : To: <https://ihealth.fshealth.gov.za/e-Recruitment>
- : 30 August 2024
- : To Application must be submitted via e-recruitment and should be accompanied by a comprehensive CV. The department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the application to ensure that the application reaches the Department timeously. Appointment is subject to a positive outcome obtained from State Security of the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Failure or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subject to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend the candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency -based assessment). The competency assessment will be testing generic managerial competencies using the mandate DPSA SMS competency assessment tools.

**OTHER POST**

**POST 29/14**

- : **PRINCIPAL NURSING COLLEGE-PND6: REF NO: H/PNC/01**

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

- : R1 216 824 per annum
- : Free State School of Nursing
- : Masters Degree in Nursing. Diploma / Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the South African Nursing Council (SANC) as Professional Nurse. Post Graduate qualification in Nursing Education and Nursing Management registered with the SANC. A minimum of 13 years appropriate / recognizable experience after registration with SANC as a Professional Nurse. At least 9 years of the period referred to above must be appropriate / recognizable experience in Nursing Education after the one - year post basic qualification. 5 years of experience in middle management/Senior Managerial level in Administration, Education, or Primary Health Care as well as and SMS Pre-entry certificate as offered by the National School of Government (NSG) which is submitted prior to appointment. current registration with the SANC. A valid unendorsed driver's license. Knowledge And Skills: Knowledge of various Acts, Regulations, and Policies that affect nursing education management. Good problem solving, organising-, co-ordination, administrative, and analysing skills. Strategic capability, management and leadership skills. Conflict resolution and management skills. Public finance management skills. Innovative-, reporting-, networking-, and liaising skills. Computer literacy skills. Ability to work under pressure.

**DUTIES**

- : Facilitate Nursing Education and Training of Student Nurses in the catchment area to achieve departmental goals and objectives. Manage education and training of nurses provided by campuses and overall management of the College consisting of 3

campuses and sub-campuses. Facilitation of Human Resources Development. Manage support services such as Human Resources, Library, Student affairs, material and physical resources at the Nursing College. Manage Finances of the College. Enhance corporate image of FSSoN and the Department. To give direction and coordinate nursing education within the department.

**ENQUIRIES**

:

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

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.
- CLOSING DATE** : 30 August 2024
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. A declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is a legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification process entails reference checks, identity verification, qualification verification, and criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**OTHER POSTS**

- POST 29/15** : **RADIOPHARMACIST REF NO: REFS/021059 (X1 POST)**  
Directorate: Clinical Support
- SALARY** : R804 609 per annum, (all packages inclusive)
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : Degree in Pharmacy. Master's degree in Radiopharmacy or equivalent from a recognized university. Registration with the South African Pharmacy Council as a Pharmacist. Suitable experience in PET and SPECT radiopharmaceutical preparation. Hospital pharmacy experience will be an advantage.
- DUTIES** : Procurement, stock control, preparation and quality assurance of PET and SPECT radiopharmaceuticals. Development of standard operating procedures and quality management systems related to Radiopharmacy within the Department of Nuclear Medicine. Aid radiopharmaceutical protocol and guideline development in Nuclear Medicine. Act as a pharmaceutical partner within a multi professional health care team in Nuclear Medicine. Develop, implement, evaluate and provide strategic leadership for Radiopharmacy services. Perform pharmaceutical risk management. Provide education and training related to Radiopharmacy. Act as a mentor and advisor for student training in Radiopharmacy and conduct research to develop or improve radiopharmaceuticals.
- ENQUIRY** : Dr. D Tsabedze Tel No: (012) 521 5753
- POST 29/16** : **OPERATIONAL MANAGER SPECIALTY PN-B3 ORTHOPAEDICS NURSING SCIENCES REF NO: REFS/021083 (X1 POST)**  
Directorate: Nursing
- SALARY** : R656 964.per annum, (plus benefit)

- CENTRE REQUIREMENTS** :
- : Dr George Mukhari Academic Hospital
  - : Basic R425 qualification (i.e, diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty (Orthopaedics Nursing Science). Registration with SANC as Professional Nurse. Currently registered as Professional Nurse for 2024. A minimum of 9 years appropriate/recognizable 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/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Qualification in Nursing Management and computer literacy will be an added advantage. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices.
- DUTIES** :
- : Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise and relieve the supervisor when required. Ability to function as part of a team and display good professional image.
- ENQUIRIES** :
- : Acting Nursing Director: Ms.PT Zulu Tel No: (012) 529 3463
- POST 29/17** :
- : **ELECTROENCEPHALOGRAPHIC ASSISTANT (EEG) REF NO: REFS/021057 (X1 POST)**
  - : Directorate: Clinical Services
- SALARY CENTRE REQUIREMENTS** :
- : Grade 1: R255 078 per annum, (plus benefit)
  - : Dr George Mukhari Academic Hospital
  - : Grade 12. Electroencephalogram (EEG) certificate with a duration of at least 2 years' in-service training experience. Registration with HPCSA as an Electroencephalogram (EEG) Assistant. Computer skills (Word, Excel) will be an added advantage.
- DUTIES** :
- : The applicant will work in the Department of Neurology at Dr George Mukhari Academic Hospital. The main task will be to record quality EEGs. This will include booking, preparing and recording adult and children's EEGs. Additionally, the technician has to maintain the equipment and interact with doctors, nurses and patients.
- ENQUIRIES** :
- : HOD: Prof DS Magazi Tel No: (012) 521 4136.

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

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

**OTHER POSTS**

<b><u>POST 29/18</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GR 1 – PLASTIC SURGERY REF NO: GS 18/24</u></b> Component: Surgery
<b><u>SALARY</u></b>	:	R1 976 070 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital, PMB Metropolitan Hospitals Complex Senior Certificate or equivalent MBCHB or Equivalent qualification Plus A specialist qualification in the appropriate Health Science, Plus Registration with the Health Professions Council of South Africa for independent practice as a Plastic and Reconstructive Surgery Specialist with significant experience in the relevant discipline; At least five years post registration experience as a Specialist in Plastic and Reconstructive Surgery. (Only shortlisted candidates will be required to submit proof of all documents). Recommendations: Experience in a tertiary environment, research experience and management training will be a recommendation. Knowledge, Skills, Attributes and Abilities Participation in the after-hours call system is essential Appropriate Specialist procedures and protocols within field of Plastic and Reconstructive Surgery Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services. Planning and developing an appropriate program for Plastic and Reconstructive Surgery advancement in the Metropolis and in the referring regional hospitals. Good communication, leadership, decision-making and clinical skill. Develop and foster co-operation with Medical School and UKZN. Competence in undergraduate, post graduate and subspecialty training. Computer literacy.
<b><u>DUTIES</u></b>	:	Clinical Care Incumbent to provide plastic surgery services at Grey's Hospital, in the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage area; Participate in the delivery of a 24-hour in-patient and out-patient plastic surgery care within the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage hospitals; Develop management protocols for plastic surgery patients in accordance with the level of care of the Metropolis and referral hospitals; Provide appropriate plastic surgery care to patients in the Metropolis and tertiary drainage area; Maintain and monitor specialist, medical officer and registrar plastic surgery call system Accept responsibility for continuous professional development in plastic surgery (in reach and outreach program) in area 2 Develop and participate in outreach program for plastic surgery for area 2 Scholarship Provide support, supervision and mentorship to colleagues, postgraduate students and medical officers within plastic surgery Manage the postgraduate training for plastic surgery in Grey's hospital including clinical training and MMed research support Participate in and support the UKZN academic program for the plastic surgery department Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development. Professionalism Incorporate the principles of proper discipline within plastic surgery, good communication within the department and other disciplines, interdisciplinary collaboration and proper ethics within plastic surgery Governance Develop infrastructure and equipment procurement and maintenance plans for plastic surgery Develop plans for staff recruitment, retention, development and performance assessment for plastic surgery at Grey's hospital Procure appropriate theatre equipment to meet tertiary needs Accept responsibility for development and fulfilment of departmental objectives. Provide appropriate CPD activities within the employing institution (Grey's Hospital) Institute Quality Assurance plans to maintain and improve plastic surgery standards in the Metropolis and in the referring hospitals. Foster

collaboration with other hospitals within the tertiary drainage areas to improve level of care locally and to facilitate proper referral patterns. Administration and Management Implement personal time management Have a plan for management of all resources required for plastic surgery at Grey's hospital. This must include consumables required for surgical and outpatient procedures. Active management of outpatient clinic, ward and theatre for plastic surgery together with nursing collaboration must occur. The plastic surgery department must have a vision, strategic and operational plan that is in line with Grey's hospital plan Projects Exercise cost-control on the professional activities of the Department to contain expenditures to the allocated budget. Develop data collection system for plastic surgery

- ENQUIRIES** : Dr V Govindasamy Tel No: (033) 897 3379/81
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to [Malinee.chandul@kznhealth.gov.za](mailto:Malinee.chandul@kznhealth.gov.za) [Khazimula.goba@kznhealth.gov.za](mailto:Khazimula.goba@kznhealth.gov.za).
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. It is envisaged that the successful candidate will be sharing administrative duties and responsibilities at Grey's Hospital. This will facilitate optimum service provision at Grey's hospital and the relevant drainage area. The employment equity target for this post is: African Male, African Female.
- CLOSING DATE** : 30 August 2024
- POST 29/19** : **MEDICAL SPECIALIST (GRADE 1,2,3) REF NO: GS 17/24**  
Component: Pulmonology
- SALARY** : Grade 1: R1 271 901 per annum  
Grade 2: R1 451 214 per annum  
Grade 3: R1 680 780 per annum  
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
- CENTRE** : Greys Hospital, Pietermaritzburg Complex
- REQUIREMENTS** : **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist MBChB or equivalent Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Pulmonology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Pulmonologist. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Recommendations: Competent in interventional pulmonology Experience in working in a Pulmonology unit Knowledge, skills, experience and competencies, as below. Knowledge, Skills, Attributes and Abilities: Sound clinical Pulmonology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
- DUTIES** : Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Pulmonology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Pulmonology services in Area 2 Clinical responsibility in the discipline of Pulmonology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need) Performance of clinical procedures generally done by Pulmonologists. Management Responsibilities: Development and support of Specialist Pulmonology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Pulmonology Unit Oversight and management of infrastructure, equipment and consumables in the Pulmonology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Pulmonology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance



activities in the PMB Departments of Pulmonology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Pulmonology training in the PMB Metropolitan area under the auspices of the Department of Pulmonology at the University of KwaZulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Pulmonology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Pulmonology and Medicine

- ENQUIRIES** : Dr M Bizaare Tel No: (033) 897 3290
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to [Malinee.chandul@kznhealth.gov.za](mailto:Malinee.chandul@kznhealth.gov.za) [Khazimula.goba@kznhealth.gov.za](mailto:Khazimula.goba@kznhealth.gov.za).
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female.
- CLOSING DATE** : 30 August 2024
- POST 29/20** : **MEDICAL SPECIALIST: ANAESTHETICS & CRITICAL CARE SERVICES REF NO: EMP01/2024**
- SALARY** : Grade 1: R1 271 901 – R1 348 635 per annum  
Grade 2: R1 451 214 - R1 538 967 per annum  
Grade 3: R1 680 780 – R2 097 327 per annum  
(All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 18% In-Hospitable Allowance of basic salary, Commuted Overtime (Conditions attached)
- CENTRE** : Queen Nandi Regional Hospital (Empangeni)
- REQUIREMENTS** : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Anesthetics, Registration certificate with HPCSA as Medical Specialist in Anesthetics, HPCSA Current registration (2023-2024) Experience: **Grade 1:** No experience required for Grade 1. **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Anesthetics, **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical specialist in Anesthetics. Knowledge, Skills and Competencies Required: Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy. Special interest in Anesthetics health care systems development, support and outreach.
- DUTIES** : Strengthen and deliver Anesthetics clinical services in the Department of Anesthetics & Critical Care at QNRH. Provide support for the Clinical Unit Head in the management of the Anesthetics Department, including human and financial resources. Provide support for the Executive Head of Anesthetics in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities. Assist with Anesthetics services coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation. Actively participate in the academic under- and post-graduate Anesthetics training program (including medical student's clinical teaching). Perform and supervise Anesthetics operational research activities in the Department of Anesthetics at QNRH. Perform overtime as required in Anesthetics Department and outreach activities to district hospitals.
- ENQUIRIES** : Dr M Samjowan Tel No: (035) 9077008
- APPLICATIONS** : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880. Email [Address:queennandihospital.hrjobapplication@kznhealth.gov.za](mailto:Address:queennandihospital.hrjobapplication@kznhealth.gov.za)
- FOR ATTENTION** : Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
- NOTE** : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications,

date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. 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). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply. Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.

- CLOSING DATE** : 30 August 2024
- POST 29/21** : **MEDICAL SPECIALIST; 2 POSTS – OBSTETRICS AND GYNAECOLOGY: GRADE 1, 2, 3: REF NO: MGMH04/2024 (X2 POSTS)**
- SALARY** : Grade 1: R1 271 901 – R1 348 635 per annum  
Grade 2: R1 451 214 – R1 538 967 per annum  
Grade 3: R1 680 780 – R2 097 327 per annum
- CENTRE** : Mahatma Gandhi Memorial Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate/Matric, MBCHB degree or equivalent qualification Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Current (2024) registration as a Medical Specialist in Obstetrics and Gynaecology with HPCSA and Unendorsed valid Code B driver's license. **Grade 2:** Senior Certificate/Matric, MBCHB degree or equivalent qualification Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Current (2024) registration as a Medical Specialist in Obstetrics and Gynaecology with HPCSA and Unendorsed valid Code B driver's license PLUS A combination of 5 years' actual service and / or recognizable experience after registration with the HPCSA as Medical Specialist. **Grade 3:** Senior Certificate/Matric, MBCHB degree or equivalent qualification Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Current (2024) registration as a Medical Specialist in Obstetrics and Gynaecology with HPCSA and Unendorsed valid Code B driver's license PLUS A combination of 10 years' actual service and / or recognizable experience after registration with the HPCSA as Medical Specialist. Recommendations Applicants with experience as a medical specialist in Obstetrics and Gynaecology at a regional hospital, Applicants who can commence duty immediately Knowledge, Skills, Training and Competencies Required: Sound knowledge and skills associated with the practice of Obstetrics and Gynaecology. Ability to work as a part of a multidisciplinary team, with good communication, leadership and administrative skills. Knowledge of current Health Legislation and policies at Public Institutions.
- DUTIES** : Provision of regional Obstetrics and Gynaecology services in the Northern Ethekwini District, including ambulatory, in- patient and emergency services. Specialist services will be performed at Mahatma Gandhi Memorial Hospital and/ or Dr Pixley Ka Isaka Seme Memorial Hospital Complex, in line with the commissioning plan in the Northern Ethekwini District. Participate in compulsory commuted overtime for specialists. Participate in outreach programs in the catchment area. Governance: Implementation

of Quality Assurance Programs: audits, morbidity and mortality reviews, clinical guidelines and protocols. Active oversight of medical staff, Infrastructure, equipment and consumables. Teaching and Research: Participate in the teaching and training of undergraduate, post graduate and vocational students, join the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Obstetrics and Gynaecology. Maintain satisfactory clinical, professional and ethical standards in the department.

**ENQUIRIES  
APPLICATIONS**

: Dr B. Hira Tel No: (031) 502 1719  
 : Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources or email to: sakhile.gwala@kznhealth.gov.za

**FOR ATTENTION  
NOTE**

: Mr E.S Gwala  
 : The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH04/2024. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.

**CLOSING DATE**

: 30 August 2024

**POST 29/22**

: **PROFESSIONAL NURSE SPECIALTY – OBSTETRICS & GYNAECOLOGY REF NO: GJGM 19/2024 (X2 POSTS)**  
 Component: Nursing Management Services  
 Re-advertisement

**SALARY**

: Grade 1: R451 533 per annum  
 Grade 2: R553 545 per annum  
 Other Benefits: 13th Cheque, Medical Aid – optional, 8% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements

**CENTRE  
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital  
 : **Grade 1:** Diploma/ Degree in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). A minimum of four (4) years appropriate/Recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Current registration with the S.A.N.C. (2024 Receipt). **Grade 2:** Diploma in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Science (Advanced Midwifery). A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the Obstetric and Gynae specialty after obtaining the one (1) year post-basic qualification in Advanced Midwifery. Current registration with the S.A.N.C. (2024 Receipt). Knowledge, Skills and Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.

**DUTIES**

: Provision of optimal, holistic specialized nursing care with set standards and within a Professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB) and safe Caesarian checklist. Ensure that other antenatal care programmes i.e. BANC are implemented to enhance antenatal care to all pregnant women. Ensure implementation and integration of HAST programmes in O&G departments within the facility. Ensure accurate and proper record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Plan, implement, management and monitor according to identified problems. Implement plan of action in obstetric emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research. Able to identify, report and assist doctors in the management of obstetrics emergencies. Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM) and Norms and Standards. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Maintain a constructive relationship with multidisciplinary team members.

**ENQUIRIES**

: Matron DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 437 6382

**APPLICATIONS**

: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450 or Email – [Sibusiso.khoza@kznhealth.gov.za](mailto:Sibusiso.khoza@kznhealth.gov.za)

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

**CLOSING DATE**

: 06 September 2024

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

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

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
- CLOSING DATE** : 06 September 2024 @ 16h00
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 paragraph 2.1.5 states that Part E, F and G :Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV the applicant may be disqualified. The question related to conditions that prevent re-appointment under Part F must be answered. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and 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. SMS posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their

enquiries to the relevant person indicated. Communication and 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. The Department reserves the right not to make appointment.

### **MANAGEMENT ECHELON**

**POST 29/23** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DEDT 2024/25/01**  
 Note that the post was advertised on Public Service Vacancy Circular 21 of 2024, candidates who previously applied need not to re-apply, and their applications will be considered.

**SALARY** : R1 436 022 per annum (Level 14), (all-inclusive salary package)  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognised NQF level 7 qualification in Human Resource Management/Public Management/Legal Services/Communication or equivalent qualification with a minimum of 5 years relevant work experience at Senior Management Services. Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational health and Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, Public Service Collective Bargaining Council Resolutions. The successful candidate must be able to display the following competencies at advanced levels: strong analytical capabilities. Report writing, advanced computer skills and valid driver's license. The candidate must display the following competencies at advanced levels: strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication. Competencies The preferable candidate must display these competencies at advanced competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : Ensure the provisioning of optimum human resources management and Development services to the department. Ensure the provisioning of effective and efficient information technology management (ICT) services. Ensure the provision of effective legal services. Ensure optimum utilization of resources and provide strategic management services to the department. Ensure the implementation of Service Delivery Improvement Plan. Monitor Communication Services. Provide financial and human resource management (personnel) leadership. Manage all governance related matters of the Chief Directorate.

**ENQUIRIES** : Mr VS Hlatshwayo Tel No: (013) 766 4164  
**APPLICATIONS** : Email application to: [recruitmentdedt2@mpg.gov.za](mailto:recruitmentdedt2@mpg.gov.za)

**POST 29/24** : **DIRECTOR: BUSINESS REGULATIONS REF NO: DEDT 2024/25/02**  
 Note that the post was advertised on Public Service Vacancy Circular 21 of 2024, candidates who previously applied need not to re-apply, and their applications will be considered.

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized NQF level 7 qualification in Law/Economics/Business Management or equivalent qualification with a minimum of 5 years relevant work experience at middle management level. Knowledge of the legal framework, Public Finance Management Act 01, 1999 and other relevant prescripts. Knowledge of the Mpumalanga Economic Regulator, 2017. Liquor Act 59 of 2003, Mpumalanga Consumer Affairs Regulations, Mpumalanga Consumer Protection Act 68 of 2008. Knowledge of Government budgeting processes. Competencies: The preferable candidate must display these competencies at competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : Ensure compliance with National and Provincial Business Regulations Legislations responsible for the regulation and support of businesses (formal and Informal Trade); i.e. Implementation of Business Act; Identify and address Red Tape associated Business compliance; Conduct Business Inspections; Assist Local Municipalities to issue Business Licenses; Monitor implementation of Provincial Informal Economy Policy; Facilitate development of Municipal Informal Economy Policies & bylaws. Facilitate stakeholder partnership towards the support of the sector; Coordinate inspections with municipalities and other multidisciplinary stakeholders. Manage all governance related matters of the Directorate.

**ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246  
**APPLICATIONS** : Email application to: [recruitmentdedt1@mpg.gov.za](mailto:recruitmentdedt1@mpg.gov.za)

**POST 29/25** : **DIRECTOR: SECTOR DEVELOPMENT REF NO: DEDT 2024/25/03**  
Note that the post was advertised on Public Service Vacancy Circular 21 of 2024, candidates who previously applied need not to re-apply, and their applications will be considered.

**SALARY** : R1 216 824 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 tertiary qualification in Economics with five (5) years at middle management level in private or public sector development and policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. An in-depth understanding of the mining sector. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Competencies: The preferable candidate must display these competencies at competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : Provide strategic leadership and technical support in the formulation and Implementation of the province's economic growth and development path. Provide strategic direction and leadership in sectors reforms and coordinate the development of the priority sectors in Mpumalanga. Identify development, growth and beneficiation opportunities and advise on improving the competitiveness of the mining sector in Mpumalanga. Develop and support incubation centres in the province. Initiate and facilitate capacity-building programmes of the sectors through business processes, outsourcing, information, and training and communication technology. Support and participate in all relevant provincial and national structures. Lead and facilitate dialogues in all priority sectors across departments. Assist all producers, manufactures and exporters to access domestic and international markets. Manage all governance related matters of the Directorate.

**ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246  
**APPLICATIONS** : Email application to: [recruitmentdedt1@mpg.gov.za](mailto:recruitmentdedt1@mpg.gov.za)

**POST 29/26** : **DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2024/25/04**  
Note that the post was advertised on Public Service Vacancy Circular 21 of 2024, candidates who previously applied need not to re-apply, and their applications will be considered.

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 qualification in B Com-Economics/ B Com-Business Management or relevant qualification, with a minimum of 5 years relevant work experience at middle management level in private or public sector development. An in-depth understanding of SMME development, policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes,

regulations and procedures. Knowledge of government policies and processes, above average skills in IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must display these competencies at competent levels: strategic capability, leadership, programme and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity.

**DUTIES** : Develop a provincial SMME strategy and ensure implementation of the strategy. Identify small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Explore and develop partnerships with other organisations to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Facilitate and support the establishment of Cooperatives. Facilitate engagements with regional and national economic development agencies. Develop intervention strategies. Ensure the facilitation of access and linkages to markets for SMMEs and Cooperatives. Provide strategic management in the coordination of financial and non-financial support. Manage human and financial resources of the Directorate. Manage all governance related matters of the Directorate.

**ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246  
**APPLICATIONS** : Email application to: [recruitmentdedt1@mpg.gov.za](mailto:recruitmentdedt1@mpg.gov.za)

**POST 29/27** : **DIRECTOR: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT REF NO: DEDT 2024/25/05**  
Note that the post was advertised on Public Service Vacancy Circular 21 of 2024, candidates who previously applied need not to re-apply, and their applications will be considered.

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Head Office: Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 tertiary qualification in Economics/ Development Studies or relevant qualification with five (5) years relevant working experience in middle management level. Good understanding of the South African economy, economic data and the ability to draw inference from them. Knowledge and insight into insight of the provincial priority sectors provincially. Ability and experience in dealing proactively with a range of players across industries, academia and the public sector and the community. Knowledge of government policies and processes, above average skills in terms of IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must display these competencies at competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : To assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and Regional LED Strategies. To provide project support and advice for Regional and LED projects at District and Local Municipal level. To facilitate and support the Regional and LED Strategy alignment, development and integration of LED, IPAP, NDP and the PGDS for customized district and local LED support. To assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level. Support and assist Provincial, District and Local LED Forums. Provide strategic management in the coordination of financial and non-financial support. Manage human and financial resources of the Directorate. Manage all governance related matters of the Directorate.

**ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246  
**APPLICATIONS** : Email application to: [recruitmentdedt1@mpg.gov.za](mailto:recruitmentdedt1@mpg.gov.za)



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

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

**CLOSING DATE** : 30 August 2024

**NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. 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, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. Preference will be given to person/s residing in the Northern Cape Province.

**OTHER POSTS**

**POST 29/28** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: NCDOH 119/2024 (X1 POST)**

**SALARY** : R1 036 599 per annum

**CENTRE** : John Taolo Gaetsewe District Office

**REQUIREMENTS** : Degree in Pharmacy qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. A minimum of 9 years' appropriate experience after registration as a Pharmacist with the SAPC. Computer Literacy, Good communication and interpersonal skills.

**DUTIES** : Manage medicine availability, Manage Pharmaceutical finances, manage planning and reporting of Pharmaceutical, Manage Quality improvement in Pharmaceutical Services Delivery, Manage Risks in Pharmaceutical Services. Assist to co-ordinate and manage the provisioning of Pharmaceuticals Services including adherence to good governance and availability of goods and services in relation to pharmaceutical management. Manage effectively the utilisation and supervision of resource both physical and human resources.

**ENQUIRIES** : Mr KM Taolo/Mr L Moemedi Tel No: (053) 775 1149

**APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [Imoemedi@ncpg.gov.za](mailto:Imoemedi@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 29/29** : **MEDICAL OFFICER REF NO: NCDOH 120/2024 (X3 POSTS)**

**SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum

**CENTRE** : Abraham Esau Hospital, Pofadder CHC, Martha Griffiths CHC (Namakwa District)

- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. Valid driver's licence is an inherent requirement. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- DUTIES** : Perform specialist tasks in healthcare and related environment. Render professional advice and liaison with relevant staff. Coordinate and leading the multi-disciplinary team. Promote healthcare and improve service delivery in order to render effective and efficient service. Effective utilisation of available resources.
- ENQUIRIES** : Dr DG Theys Tel No: (053) 8302 102
- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.
- POST 29/30** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 121/2024 (X1 POST)**
- SALARY** : R715 977 per annum
- CENTRE** : Richtersveld Sub-District, Namakwa District
- REQUIREMENTS** : 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 Primary Health Care. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialities: Clinical Nursing Science, Health Assessment and Treatment (PHC). Computer skills in basic programmes (Microsoft Office). Valid Driver's Licence is an inherent requirement for health programmes co-ordination and management. Experience: Grade 1: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the Primary Health Care specialty after obtaining the 1-year post-basic qualification in Clinical Nursing Science, Health Assessment and Treatment (Primary Health Care). Knowledge of the District Health System. Knowledge and experience in Health Programmes i.e HIV, TB MCWH/PMTCT. Knowledge of District Health Services and Health Information Systems. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. The candidate must be willing to travel.
- DUTIES** : Provide stewardship for the implementation of the PHC re-engineering activities in the health area. Manage and monitor proper utilization of Human and Financial Resources. Oversee the implementation of quality improvement activities at Primary Health Care level. Provide mentorship and support to all primary health care facilities in the health area. Ensure an effective information management and Monitoring and Evaluation system for primary health care.
- ENQUIRIES** : Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601
- APPLICATIONS** : Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to [eaclote@ncpg.gov.za](mailto:eaclote@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 29/31** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 122/2024 (X1 POST)**

**SALARY** : R656 964 per annum  
**CENTRE** : Calvinia Clinic, Namakwa District  
**REQUIREMENTS** : 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 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. Computer skills in basic programmes (Microsoft Office). Valid driver's licence is an inherent requirement. Experience: Grade 1: Minimum of 9 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Clinical Nursing Science, Health Assessment and Treatment (Primary Health Care).

**DUTIES** : Actively participate in the provision of nursing care to patients; Treat complex health conditions presented at health care facilities. Ensure the formulation of accurate nursing and health care diagnosis to clarify clients' needs including learning, information and counselling. Audit records by analysing data, identification of health problems and diseases in accordance with prescribed norms and standards, Supervise the collection and analysis of data through community assessment and involve clients in assessing their health needs and provide advise during clinic visits; collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care; Create an enabling environment that is therapeutic and meets the client's need for privacy, confidentiality, well-being and dignity. Perform interventions ranging from personal care with active involvement of patients and other members of the team. Take part in health promotion and illness prevention initiatives and assist in their evaluation, empower individuals, groups and communities in adopting healthy lifestyles and self-care.

**ENQUIRIES** : Mr D. Grootboom/Ms EA Cloete Tel No: (027) 712 1601  
**APPLICATIONS** : Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240 Or e-mailed to [eaclote@ncpg.gov.za](mailto:eaclote@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 29/32** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: 123/2024 (X1 POST)**

**SALARY** : R656 964 per annum  
**CENTRE** : Gateway Clinic (John Taolo Gaetsewe District)  
**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. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty.

**DUTIES** : Provide quality comprehensive community health care. Provide administrative services. Provide educational services. Provision of clinical services. Usage of equipment and machinery. Research responsibility.

**ENQUIRIES** : Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149  
**APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [Imoemedi@ncpg.gov.za](mailto:Imoemedi@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 29/33** : **OPEATIONAL MANAGER SPECIALTY REF NO: 124/2024 (X1 POST)**

**SALARY** : R656 964 per annum  
**CENTRE** : Kuruman District Hospital, (John Taolo Gaetsewe District)  
**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. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advance Midwifery and Neonatology. 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 specific specialty after obtaining the 1-year post basic qualification in the relevant specialty.
- DUTIES** : Coordination of optimal, holistic specialised nursing care provided within the set standards and professional/legal framework. Manage effectively the utilisation and supervision of resource both physical and human resources. Coordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
- APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [Imoemedi@ncpg.gov.za](mailto:Imoemedi@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.
- POST 29/34** : **CLINICAL NURSE PRACTITIONER REF NO: 125/2024 (X2 POSTS)**
- SALARY** : Grade 1: R451 533 – R520 560 per annum  
Grade 2: R553 545 – R676 068 per annum
- CENTRE** : Manyeding Clinic (X1 Post)  
Kuruman Clinic (X1 Post) (John Taolo Gaetsewe District)
- 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. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e R48). Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.
- DUTIES** : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Health Area Manager. Ensure implementation of the ideal PHC/CHC standards.
- ENQUIRIES** : Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
- APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [Imoemedi@ncpg.gov.za](mailto:Imoemedi@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.
- POST 29/35** : **CLINICAL NURSE PRACTITIONER REF NO: 126/2024 NCDOH (X1 POST)**
- SALARY** : Grade 1: R451 533 – R520 560 per annum  
Grade 2: R553 545 – R676 068 per annum
- CENTRE** : Loeriesfontein CHC (Namakwa District)
- REQUIREMENTS** : 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 qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e. R48). Registration with the SANC as Professional Nurse. Valid driver's licence will be an added advantage. Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.

- DUTIES** : Provision of quality comprehensive community health care. Provision of administrative services. Provision of educational services. Provision of clinical services. Usage of equipment and machinery & Research responsibility.
- ENQUIRIES APPLICATIONS** : Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601  
Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240. Or e-mailed to [ea cloete@ncpg.gov.za](mailto:ea cloete@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.
- POST 29/36** : **PROFESSIONAL NURSE, (GENERAL NURSING) REF NO: 127/2024 (X2 POSTS)**
- SALARY** : Grade 1: R307 473 – R356 832 per annum  
Grade 2: R375 480 – R435 759 per annum  
Grade 3: R451 533 – R570 273 per annum
- CENTRE** : Tshwaragano District Hospital (X1 Post)  
Penryn Clinic (X1 Post) (John Taolo Gaetsewe District)
- 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. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
- ENQUIRIES APPLICATIONS** : Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149  
Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [Imoemedi@ncpg.gov.za](mailto:Imoemedi@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.
- POST 29/37** : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 128/2024 (X1 POST)**
- SALARY** : Grade 1: R307 473 – R356 832 per annum  
Grade 2: R375 480 – R435 759 per annum  
Grade 3: R451 533 – R570 273 per annum
- CENTRE** : Garies CHC (Namakwa District)
- 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. Valid driver's licence will be an added advantage. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care), implement standards, practices criteria and indicators for quality nursing (quality of practice), practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care, maintain a constructive working relationship with nursing and other stakeholders, utilize human, material and physical resources efficiently and effectively.
- ENQUIRIES APPLICATIONS** : Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601  
Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240. Or e-mailed to [ea cloete@ncpg.gov.za](mailto:ea cloete@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 29/38** : **ADMINISTRATIVE CLERK: REVENUE MANAGEMENT REF NO: NCDOH 129/2024 (X21 POSTS)**

**SALARY CENTRE** : R216 417 per annum (Level 05)  
: Robert Mangaliso Sobukwe Hospital (X3 Posts)  
: Mental Health Hospital (X4 Posts)  
: Dr. Harry Surtie Hospital (X8 Posts)  
: Frances Baard District: Connie Vorster Hospital (X2 Posts)  
: Pixley Ka Seme District: De Aar Hospital (X2 Posts)  
: Namakwa District: Springbok Hospital (X2 Posts)

**REQUIREMENTS** : Senior Certificate/ Matric Certificate, 1 to 2 years' experience in a Financial Management environment will serve as an added advantage. Skills Profile: Interpretation skills. Innovation and Creativity skills. Interpersonal skills. Computer skills. Competency Profile: Ability to communicate issues in a tactful manner. Ability to adapt to changes in the workplace. Ability to work under pressure. Knowledge: Public Financial Management Act. Public Service Act. Public Service Regulations Act. Basic Conditions of Employment Act.

**DUTIES** : Effective revenue collection in line systems and controls. (Capture names and surnames, address, contact details of next of kin, medical aid number if a patient belongs to a medical aid scheme. –Classify patients according to their income groups. – Out patient: cash payment, issue a receipt for cash received. Follow ups on all patient outstanding accounts including medical aid patients. Capture receipts on BAS. Reconciliation of revenue between BAS and billing system. (Reconcile cash received for bank deposits. – Clear and reconcile patient accounts on system. Provide accurate billing and timeous reporting to oversight bodies (-Reconcile print outs of payments to clear patient debt). Provide record keeping services. (Safeguard finance and patient records). Perform administrative/clerical duties as required.

**ENQUIRIES** : Applications for Mental Health Hospital: Mr A. Links at 071 323 6781/Mr T. Khonkhobe Tel No: (053) 8023607/600.  
Applications for Frances Baard District: Mr M. Joka/Mr N. Mohammed Tel No: (053) 861 4770  
Applications for Namakwa District: Mr D. Grootboom/Ms E. Cloete Tel No: (027) 7121601  
Applications for Pixley Ka Seme District: Ms S. McCloen/Ms B. Jack Tel No: (053) 632 400/406  
Applications for Dr. Harry Surtie Hospital: Ms. R Esau/Mr J. Berend Tel No: (054) 332 9094  
Application for Robert Managaliso Sobukwe Hospital, Dr E. Olivier/Ms M. Visser Tel No: (053) 802 2911

**APPLICATIONS** : Application must be e-mailed to [tkhonkhobe@ncpg.gov.za](mailto:tkhonkhobe@ncpg.gov.za) or hand delivered or couriered via postal services to Portion 84, Bultfontein Farm, Number 80 on R31, Barkly Road, Kimberley. Applicants must complete an application register when an application is hand delivered.  
Applications for **Frances Baard District**: must be e-mailed to [nhealthhr-fbd@ncpg.gov.za](mailto:nhealthhr-fbd@ncpg.gov.za), hand delivered or couriered via postal services to 119 Green Street, Riveria, Kimberley. Applicants must complete an application register when an application is hand delivered.  
Applications for **Namakwa District**: must be e-mailed to [eaicloete@ncpg.gov.za](mailto:eaicloete@ncpg.gov.za) or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag x10, Springbok, 8240.  
Applications for **Pixley Ka Seme District**: Application must be e-mailed to [nhealthhr-Pixley@ncpg.gov.za](mailto:nhealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal services to Van der Merwe Street, De Aaar, 7000.  
Applications for **Dr. Harry Surtie Hospital**: must be emailed to [john.berend@ncdoh.gov.za](mailto:john.berend@ncdoh.gov.za) or hand delivered or couriered via postal services to Corner Upington 26 and Turner Road, Upington Northern Cape, 8800.  
Application for **Robert Managaliso Sobukwe Hospital**: must be emailed to [rmsshr@ncpg.gov.za](mailto:rmsshr@ncpg.gov.za) or hand delivered or couriered via postal services to 144 Du Toitspan Road, Kimberley Hospital Complex, Kimberley, 8301. Applicants must complete an application register when an application is hand delivered.

**POST 29/39** : **STAFF NURSE REF NO: NCDOH 130/2024 (X2 POSTS)**

**SALARY** : Grade 1: R209 112 –R233 931 per annum

		Grade 2: R248 613 – R279 159 per annum Grade 3: R290 805 – R356 832 per annum
<b><u>CENTRE</u></b>	:	Garies (X1 Post) Calvinia Clinic (X1 Post) (Namakwa District)
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as Enrolled Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr D. Grootboom/ Ms EA Cloete Tel No: (027) 7121601
<b><u>APPLICATIONS</u></b>	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240 Or e-mailed to <a href="mailto:eaclote@ncpg.gov.za">eaclote@ncpg.gov.za</a> . Applicants must complete an application register when an application is hand delivered.
<b><u>POST 29/40</u></b>	:	<b><u>STAFF NURSE, REF NO: 131/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R209 112 –R233 931 per annum Grade 2: R248 613 – R279 159 per annum Grade 3: R290 805 – R356 832 per annum
<b><u>CENTRE</u></b>	:	Dibeng Clinic (John Taolo Gaetsewe District)
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<b><u>DUTIES</u></b>	:	Assist clients with daily activities. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth /ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr KM Taolo /Mr L. Moemedi Tel No: (053) 775 1149
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at <a href="mailto:Imoemedi@ncpg.gov.za">Imoemedi@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered.
<b><u>POST 29/41</u></b>	:	<b><u>PTV DRIVER REF NO: NCDOH 132/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R183 279 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Griekwastad Emergency Medical Services (Pixley Ka Seme District)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 certificate/standard 8 qualification, Code 10 driver's licence, valid Professional Drivers Permit.
<b><u>DUTIES</u></b>	:	Transfer of cold case patients to and from various health facilities. Maintenance of the vehicle. Effective and accurate completion of administrative documents with regards to patients, statistics and other related documents. Effective and accurate timely completion and submission of all documents related to petrol usage, log sheets and/or trip sheets. Good maintenance and cleaning of PTV buses on a regular basis. The official has to report the vehicle immediately as soon as any irregularities are observed to management. Transportation, delivery of staff, official documents, goods and other equipment as may be requested by management.
<b><u>ENQUIRIES</u></b>	:	Mr E. Booyesen/Ms B. Jack Tel No: (053) 632 400/406
<b><u>APPLICATIONS</u></b>	:	must be e-mailed to <a href="mailto:nchealthhr-Pixley@ncpg.gov.za">nchealthhr-Pixley@ncpg.gov.za</a> or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.
<b><u>POST 29/42</u></b>	:	<b><u>DRIVER REF NO: NCDOH 133/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R183 279 per annum (Level 04)
<b><u>CENTRE</u></b>	:	John Taolo Gaetsewe District: District Office (X1 Post) Kuruman Hospital (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 certificate/standard 8 qualification, Code 08 driver's licence, valid Professional Drivers Permit.

**DUTIES** : Driver motor vehicle to transport passengers and deliver mail/correspondence. Ensure the allocated motor vehicle is maintained and defects are reported. Render clerical support and messenger services in the Department.

**ENQUIRIES** : Applications for John Taolo Gaetsewe District: Mr KM Taolo/Mr L Moemedi Tel No: (053) 775 1149.

**APPLICATIONS** : must be e-mailed to [Imoemedi@ncpg.gov.za](mailto:Imoemedi@ncpg.gov.za), hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered.

**POST 29/43** : **FOOD SERVICE AID SUPERVISOR REF NO: NCDOH 134/2024 (X1 POST)**

**SALARY** : R183 279 per annum (Level 04)

**CENTRE** : Kakamas Hospital

**REQUIREMENTS** : Matric/Senior Certificate. 3 (three) years' food service experience would be an added advantage. Competencies. Computer literate. Be able to work under pressure. Able to work shifts including public holidays. Good communication, numerical, organizing and supervisory skills.

**DUTIES** : To render supervision of food service and activities – supervise all activities in the food services, including food preparation, distribution and serving, maintain hygiene and safety measures, ensure all equipment is in good working order and it is used effectively, ensure replacement or repair of faulty/outdated equipment, responsible for ordering, receiving, storage, stock control and stock taking, responsible for completing monthly statistics, perform administrative functions linked to food services.

**ENQUIRIES** : Applications for ZF Mgcawu District: Mr. M. Beketsana/Mr F. van Neel Tel No: (054) 337 0600.

**APPLICATIONS** : Applications must be e-mailed to [nchealthhr-zfm@ncpg.gov.za](mailto:nchealthhr-zfm@ncpg.gov.za) or couriered via postal service or hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington, 8801. Applicants must complete an application register when an application is hand delivered.

**POST 29/44** : **HOUSEHOLD AID/WORKER SUPERVISOR REF NO: NCDOH 135/2024 (X5 POSTS)**

**SALARY** : R183 279 per annum (Level 04)

**CENTRE** : Robert Mangaliso Sobukwe Hospital (X2 Posts)  
Frances Baard District: Connie Vorster (Hartswater) Hospital (X1 Post)  
John Taolo Gaetsewe District: Kuruman Hospital (X1 Post)  
ZF Mgcawu District: Keimoes CHC (X1 Post)

**REQUIREMENTS** : Matric/Senior Certificate. 3 (Three) years relevant experienced required. Competencies: Must be computer literate. Be able to work under pressure. Able to work shifts including public holidays. Good communication, numerical, organizing and supervisory skills. Three (3) years relevant experience required.

**DUTIES** : Supervise the provisioning of housekeeping, cleaning, safeguarding and maintenance – ensure cleanliness, tidiness, hygiene and safety of all areas allocated for cleaning, ensure that all equipment for cleaning is in good working conditions and is effectively utilized, keep records of stock levels and equipment utilized for area of work, ensure replacement or repair of faulty/outdated equipment, responsible for ordering, receiving, storage, stock control and stock taking, perform administration functions associated to housekeeping and cleaning services, identify hazards in the buildings and offices such as those related to fire and electricity, monitor compliance in that all instructions relating to the utilization and storage of materials and equipment is upheld, ensure that buildings and offices comply with infection control and hygiene regulations. Supervise human and physical resources – allocate functions to staff, supervise provision of housekeeping, cleaning, safeguarding & maintenance services, develop allocation schedules or duty roster, supervise and report on staff performance through the compilation of staff job description and performance work plans, conduct performance reviews of staff, inspire and motivate staff performance, facilitate the undertaking of disciplinary measures in cases of deviations.

**ENQUIRIES** : Application for Robert Mangaliso Sobukwe Hospital: Dr E. Oliver/Ms. M Visser Tel No: (053) 802 2911.  
Applications for Frances Baard District: Mr M. Joka/Mr N. Mohammed Tel No: (053) 861 4770.  
Applications for John Taolo Gaetsewe District: Mr KM Taolo/Mr L Moemedi Tel No: (053) 775 1149



		Applications for ZF Mgcawu District: Mr. M. Beketsana/Mr F. van Neel Tel No: (054) 337 0600.
<b><u>APPLICATIONS</u></b>	:	Applications: Please note applications can be hand delivered to HRM 3 <sup>rd</sup> Floor Admin Building at <b>Robert Mangaliso Sobukwe Hospital</b> , couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at <a href="mailto:rmsshr@ncpg.gov.za">rmsshr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered. Applications for <b>Frances Baard District</b> : must be e-mailed to <a href="mailto:nhealthhr-fbd@ncpg.gov.za">nhealthhr-fbd@ncpg.gov.za</a> , hand delivered or couriered via postal services to 119 Green Street, Riveria, Kimberley. Applicants must complete an application register when an application is hand delivered. Applications for <b>John Taolo Gaetsewe District</b> : must be e-mailed to <a href="mailto:Imoemedi@ncpg.gov.za">Imoemedi@ncpg.gov.za</a> , hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered Applications for <b>ZF Mgcawu District</b> : must be e-mailed to <a href="mailto:nhealthhr-zfm@ncpg.gov.za">nhealthhr-zfm@ncpg.gov.za</a> or couriered via postal service or hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington, 8801. Applicants must complete an application register when an application is hand delivered.
<b><u>POST 29/45</u></b>	:	<b><u>SWITCHBOARD OPERATOR REF NO: NCDOH 136/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R183 279 per annum
<b><u>CENTRE</u></b>	:	Dr Harry Surtie Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Matric Certificate. No experience required.
<b><u>DUTIES</u></b>	:	Render switchboard services – attend to incoming and outgoing telephone calls, transfer calls to relevant extensions, provide clients with relevant information, take messages and convey to relevant staff, keep record of all outgoing calls, print and issue telephone accounts, maintain telephone database, allocate pin codes when authorised. Maintain switchboard system – identify and report telephone faults to the supervisor, notify the staff if telephones are out of order, record maintenance of the switchboard, bar and activate telephone extensions when authorised.
<b><u>ENQUIRIES</u></b>	:	Enquiries: Applications for Dr. Harry Surtie Hospital: Ms. R Esau/ Mr. J Berend Tel No: (054) 332 9094.
<b><u>APPLICATIONS</u></b>	:	must be emailed to <a href="mailto:john.berend@ncdoh.gov.za">john.berend@ncdoh.gov.za</a> or hand delivered or couriered via postal services to Corner Upington 26 and Turner Road, Upington Northern Cape, 8800. Applicants must complete an application register when an application is hand delivered
<b><u>POST 29/46</u></b>	:	<b><u>NURSING ASSISTANT REF NO: NCDOH 137/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R165 177 – R186 072 per annum Grade 2: R192 675 – R215 436 per annum Grade 3: R227 070 – R279 159 per annum
<b><u>CENTRE</u></b>	:	Gateway Clinic (X1 Post) Ditshipeng Clinic (X1 Post) (John Taolo Gaetsewe District)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: <b>Grade 1</b> : None, <b>Grade 2</b> : A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. <b>Grade 3</b> : A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.
<b><u>DUTIES</u></b>	:	Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
<b><u>ENQUIRIES</u></b>	:	Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at <a href="mailto:Imoemedi@ncpg.gov.za">Imoemedi@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand.

<b><u>POST 29/47</u></b>	:	<b><u>NURSING ASSISTANT REF NO: NCDOH 138/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R165 177 – R186 072 per annum Grade 2: R192 675 – R215 436 per annum Grade 3: R227 070 – R279 159 per annum
<b><u>CENTRE</u></b>	:	Hondeklipbaai Clinic (X1 Post) Garies CHC (X1 Post) (Namakwa District)
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant. experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' experience after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601
<b><u>APPLICATIONS</u></b>	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240. Or e-mailed to <a href="mailto:eaclote@ncpg.gov.za">eaclote@ncpg.gov.za</a> . Applicants must complete an application register when an application is hand delivered.
<b><u>POST 29/48</u></b>	:	<b><u>CLEANER REF NO: NCDOH 139/2024 (X26 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R131 265 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Dr Harry Surtie Hospital (X3 Posts) Robert Mangaliso Sobukwe Hospital (X2 Posts) Dr Arthur Letele Medical Depot (X1 Post) Frances Baard District: Pampierstad CHC (X1 Post) Jan Kempdorp CHC (X1 Post) John Taolo Gaetsewe District: Kagisho CHC (X2 Posts) Katrina Koikoi Clinic (X1 Post) Mosalashuping Baicomedi Clinic (X1 Post) Tshwaragano Hospital (X1 Post) Pixley Ka Seme District: Carnarvon CHC (X1 Post) Colesberg Hospital (X1 Post) Griekwastad CHC (X1 Post) Hopetown CHC (X1 Post) Victoria West CHC (X2 Posts) ZF Mgcawu District: Kakamas Hospital (X1 Post) Namakwa District: Abraham Esau Hospital (X2 Posts) Nababeep CHC (X1 Post) Nieuwoudtville Clinic (X1 Post) Pofadder CHC (X1 Post) Williston CHC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Abet (Grade 1-9), no experience required.
<b><u>DUTIES</u></b>	:	To render general work/cleaning services. Provision of cleaning services – collect and removing of waste papers, freshen office areas, emptying and cleaning dirt bins, cleaning walls, windows and doors, dusting, and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, Clean general kitchens refilling hand wash liquid soap, replace toilet papers, hand towels and refreshers, empty and wash waste bins, Keep and maintain cleaning materials and equipment – report broken cleaning machines and equipment, cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use, request cleaning material.
<b><u>ENQUIRIES</u></b>	:	Application for Robert Mangaliso Sobukwe Hospital: Ms. M Visser /Dr E. Olivier Tel No: (053) 802 29111. Applications for Frances Baard District: Mr M. Joka/Mr N. Mohammad Tel No: (053) 861 4770 Applications for John Taolo Gaetsewe District: Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149 Applications for Namakwa District: Mr D. Grootboom/Ms E. Cloete Tel No: (027) 7121601 Applications for Pixley Ka Seme District: Ms S. McCloen/Ms B. Jack Tel No: (053) 632 400/406

Applications for Dr. Harry Surtie Hospital: Ms. R Esau/ Mr. J Berend Tel No: (054) 332 9094

**APPLICATIONS** : Please note applications can be hand delivered to HRM 3<sup>rd</sup> Floor Admin Building at **Robert Mangaliso Sobukwe Hospital**, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at [rmsshr@ncpg.gov.za](mailto:rmsshr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

Applications for **Frances Baard District**: must be e-mailed to [nhealthhr-fbd@ncpg.gov.za](mailto:nhealthhr-fbd@ncpg.gov.za), hand delivered or couriered via postal services to 119 Green Street, Riveria, Tel No: Kimberley. Applicants must complete an application register when an application is hand delivered.

Applications for **John Taolo Gaetsewe District**: must be e-mailed to [Imoemedi@ncpg.gov.za](mailto:Imoemedi@ncpg.gov.za), hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered.

Applications for **Namakwa District**: must be e-mailed to [eaicloete@ncpg.gov.za](mailto:eaicloete@ncpg.gov.za) and hand delivered or couriered via postal services to 7 River Street, Springbok, Postal address: Private Bag x10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.

Applications for **Pixley Ka Seme District**: must be e-mailed to [nhealthhr-Pixley@ncpg.gov.za](mailto:nhealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.

Applications for **Dr. Harry Surtie Hospital**: must be emailed to [john.berend@ncdoh.gov.za](mailto:john.berend@ncdoh.gov.za) or hand delivered or couriered via postal services to Corner Upington 26 and Turner Road, Upington Northern Cape, 8800. Applicants must complete an application register when an application is hand delivered.

**POST 29/49** : **HOUSEKEEPER REF NO: NCDOH 140/2024 (X1 POST)**

**SALARY** : R131 265 per annum (Level 02)

**CENTRE** : John Taolo Gaetsewe District: Tshwaragano Hospital

**REQUIREMENTS** : NQF level 1 or 2 (Abet level 2 certificate or equivalent. No experience required.

**DUTIES** : Provide housekeeping and cleaning services. Provide safeguarding and maintenance services. Ensure compliance with all instruction relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to infection control and hygiene regulations.

**ENQUIRIES** : Applications for John Taolo Gaetsewe District: Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149.

**APPLICATIONS** : must be e-mailed to [Imoemedi@ncpg.gov.za](mailto:Imoemedi@ncpg.gov.za), hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered

**POST 29/50** : **FOOD SERVICE AID REF NO: NCDOH 141/2024 (X2 POSTS)**

**SALARY** : R131 265 per annum (Level 02)

**CENTRE** : Dr Harry Surtie Hospital (X1 Post)  
De Aar Hospital (Pixley Ka Seme District) (X1 Post)

**REQUIREMENTS** : NQF level 1 or 2 (Abet level 2 certificate or equivalent (Grade 4-6). No experience is required.

**DUTIES** : Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack, and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

**ENQUIRIES** : Applications for Dr. Harry Surtie Hospital: Ms. R Esau/ Mr. J Berend Tel No: (054) 332 9094.  
Applications for Pixley Ka Seme District: Ms S. McCloen/Ms B. Jack Tel No: (053) 632 400/406.

**APPLICATIONS** : **Dr. Harry Surtie Hospital**: Application must be emailed to [john.berend@ncdoh.gov.za](mailto:john.berend@ncdoh.gov.za) or hand delivered or couriered via postal services to Corner Upington 26 and Turner

Road, Upington Northern Cape, 8800. Applicants must complete an application register when an application is hand delivered.

**Pixley Ka Seme District:** Application must be e-mailed to [nhealthhr-Pixley@ncpg.gov.za](mailto:nhealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.

- POST 29/51** : **GROUNDSMAN REF NO: NCDOH 142/2024 (X1 POST)**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : Colesberg Hospital (Pixley Ka Seme District)
- REQUIREMENTS** : Abet level 4 (Grade 9). No experience required.
- DUTIES** : Maintenance of office buildings – conduct regular building inspections, attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture – repair broken furniture and equipment, report defects, safekeeping of maintenance tools and supplies.
- ENQUIRIES** : Applications for Pixley Ka Seme District: Ms S. McCloen Tel No: (053) 632 400/406
- APPLICATIONS** : must be e-mailed to [nhealthhr-Pixley@ncpg.gov.za](mailto:nhealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand-delivered.
- POST 29/52** : **PORTER REF NO: NCDOH 143/2024 (X3 POSTS)**
- SALARY** : R131 265 per annum
- CENTRE** : Dr Harry Surtie Hospital (X1 Post)  
Robert Mangaliso Sobukwe Hospital (X1 Post)  
De Aar Hospital (Pixley Ka Seme District) X(1 Post)
- REQUIREMENTS** : NQF Level 3 (Grade 10 certificate or equivalent). No experience required.
- DUTIES** : To render porter services to the institution – transport patients from registration points to different clinical areas within the hospital, transport corpses from wards to mortuary, where applicable, assist to transport patients to ambulances and vehicles, clean stretchers and wheel chairs after usage.
- ENQUIRIES** : Applications for Dr. Harry Surtie Hospital: Ms. R Esau/ Mr. J Berend Tel No: (054) 332 9094.  
Application for Robert Mangaliso Sobukwe Hospital: Ms. M Visser Tel No: Tel No: (053) 802 2911
- APPLICATIONS** : Applications for Pixley Ka Seme District: Ms S. McCloen Tel No: (053) 632 400/406  
**Dr. Harry Surtie Hospital:** Application must be emailed to [john.berend@ncdoh.gov.za](mailto:john.berend@ncdoh.gov.za) or hand delivered or couriered via postal services to Corner Upington 26 and Turner Road, Upington Northern Cape, 8800. Applicants must complete an application register when an application is hand-delivered  
**Application for Robert Mangaliso Sobukwe Hospital:** Please note applications can be hand delivered to HRM 3<sup>rd</sup> Floor Admin Building at Robert Mangaliso Sobukwe Hospital, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.  
Applications for **Pixley Ka Seme District:** must be e-mailed to [nhealthhr-Pixley@ncpg.gov.za](mailto:nhealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.

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

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

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

**OTHER POSTS**

**POST 29/53** : **DENTAL SPECIALIST: GRADE 1 TO 3 (ORTHODONTICS)**  
Chief Directorate: Metro Health Services

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

**CENTRE REQUIREMENTS** : Oral Health Services, Tygerberg/Mitchells's Plain Platform  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Specialist in the specialty Orthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in the specialty Orthodontics. Experience: **Grade 1:** None after registration with the HPCSA as a Dental Specialist. **Grade 2:** A minimum of 5 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in the specialty Orthodontics. **Grade 3:** A minimum of 10 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in a specialty Orthodontics Inherent requirement of the job: A valid driver's license.

**DUTIES** : Implementation, monitoring and evaluation of dental services on the Oral Health Teaching platform. Supervision and leadership role with regards to teaching, training and education of post-graduate and under-graduate students. Performing administrative activities relating to the position. Operational and clinical research. Render general and specialist dental services at the Oral Health Teaching platform. Provide leadership and management within the Oral Health Teaching platform.

**ENQUIRIES** : Dr. D. Joubert Tel No: (021) 937 3105/6

**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. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Dental Specialist (Orthodontics) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

**CLOSING DATE** : 06 September 2024

**POST 29/54** : **SENIOR REGISTRAR (HAEMATOLOGY)**  
(3-Year Contract)

**SALARY** : R1 271 901 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist.

Registration with a professional council: Registration with the HPCSA as Medical Specialist in Medicine. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Technical skills appropriate for investigation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). MMED and FCP (SA) or FCPATH (Haematology) qualification or equivalent. Appropriate clinical experience in stem cell transplantation and critical care.

**DUTIES** : Clinical service provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff. Managing critically ill stem cell transplant patients.

**ENQUIRIES** : Prof V Louw Tel No: (021) 404 3080 or [vernon.louw@uct.ac.za](mailto:vernon.louw@uct.ac.za)

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. \*Preference will be given to SA citizens/permanent residents with a valid identity document\*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."

**CLOSING DATE** : 06 September 2024

**POST 29/55** : **MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY)**

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

**CENTRE** : Groote Schuur Hospital Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Ophthalmology. Competencies (knowledge/skills): Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Clinical and surgical competency in Oculoplastic and Orbital surgery and some experience with treatment of Ocular tumors. Appropriate clinical experience in Ophthalmology.

**DUTIES** : Ophthalmic clinical service provision in the Groote Schuur Hospital Division of Ophthalmology (theatre, clinics, OPD) with emphasis on oculoplastics, orbits and ocular tumors. Supervision and training of junior surgical staff and undergraduate students/interns. Participation in under- and post-graduate divisional activities.

**ENQUIRIES** : Prof N du Toit Tel No: (021) 404-5008

**APPLICATIONS** : Applications are submitted online via [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 who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

**CLOSING DATE** : 06 September 2024

**POST 29/56** : **PRIMARY HEALTH CARE MANAGER**  
West Coast District

**SALARY** : R1 003 890 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Vredenburg Hospital

**REQUIREMENTS** : Minimum Educational Qualification: Appropriate 4-year Health related Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Basic knowledge and experience in office administration, financial and procurement administration, and computer literacy (MS Word, Excel, PowerPoint, Outlook, and Internet).

**DUTIES** : Overall management (Operational and Strategic) of the PHC component of the Sub-district (Clinics, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility-based programmes as well as integration of these with Community Based Services in the Sub-district. Management of the critical support services. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.

**ENQUIRIES** : Dr J Van Schalkwyk Tel No: (022) 709-7287, E-mail: [Johanna.VanSchalkwyk@westerncape.gov.za](mailto:Johanna.VanSchalkwyk@westerncape.gov.za)

**APPLICATIONS** : Applications are submitted online via [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. A Competency assessment will form part of the selection process.

**CLOSING DATE** : 06 September 2024

**POST 29/57** : **PRIMARY HEALTH CARE MANAGER**  
Cape Winelands Health District

**SALARY** : R1 003 890 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Stellenbosch Sub-district

**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate management experience in an appropriate healthcare environment. Inherent requirements of the job: Valid Driver's license. Willingness to travel in the Sub-district and District. Competencies (knowledge/skills): Sound knowledge of the district health system. A firm grasp of the principles and practice of primary healthcare in the South African context. Computer literacy.

**DUTIES** : Overall management of the Primary Health Care services for the sub-district, both for Clinics and Community-Based Services, as well as Pharmacy Services, Rehabilitation and Oral Health. Manage, coordinate, plan, monitor and evaluate services, contracts and partnerships relevant to PHC. Management of critical support services on the PHC

platform. Management of financial resources: budget, stock and assets. Manage Human Resource, Skills Development and Labour Relations. Liaison and networking with relevant stakeholders including hospital, NGOs, Private Providers, Municipality and Community groups, including promoting the functioning of Clinic Committees.

**ENQUIRIES APPLICATIONS** : Dr ND Blanckenberg Tel No: (021) 808-6173

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

**CLOSING DATE** : No payment of any kind is required when applying for this post. A Competency assessment and practical test will form part of the selection process.

**POST 29/58** : **MEDICAL OFFICER: GRADE 1 TO 3**  
West Coast District

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

**CENTRE REQUIREMENTS** : Malmesbury CDC, Swartland Sub-district  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Have a valid driver's license. Ability to travel in the Sub District. Work after hours as needed. Competencies (knowledge/skills): Must be able to perform the full spectrum of District level services with a specific focus on primary health care. This includes management of chronic diseases, HIV and TB care. Must be able to handle all emergency cases as required at District level.

**DUTIES** : To perform above duties on times as required by the Clinical Manager. (Weekdays and on weekends) Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

**ENQUIRIES APPLICATIONS** : Dr J Brownbridge Tel No: (022) 487-9200

**NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).



**CLOSING DATE** : 06 September 2024

**POST 29/59** : **MEDICAL OFFICER GRADE 1 TO 3**  
Cape Winelands Health District

**SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum

**CENTRE** : Witzenberg Sub-district

**REQUIREMENTS** : Minimum educational qualification: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Code (B/EB) valid driver's license and willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (verbal and written). Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting.

**DUTIES** : Acute care and emergencies, including theatre work. Outpatient management of non-communicable diseases, HAST, maternal and child health and mental health. Clinical governance. Quality, evidence-based care. Teaching and learning.

**ENQUIRIES** : Dr. J Fouche Tel No: (023) 316 9600

**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 who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 06 September 2024

**POST 29/60** : **OPERATIONAL MANAGER NURSING (SPECIALTY: ANTENATAL WARD)**  
Chief Directorate: Metro Health Services

**SALARY** : R656 964 per annum

**CENTRE** : Mowbray Maternity Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. 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 a 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 specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, on day and night duty when required. Competencies (knowledge/ skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Computer literacy (MS Word and Excel).

**DUTIES** : The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Perinatal and Neonatal Health care within standards and a professional / legal framework Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Ms M Holland Tel No: 021) 659- 5550  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**CLOSING DATE** : 06 September 2024

**POST 29/61** : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (X2 POSTS)**  
 Chief Directorate: Metro Health Services

**SALARY** : R656 964 per annum

**CENTRE** : Valkenberg Hospital (X1 Post)  
 William Slater House (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Work shifts on day duty when required to satisfy operational needs. Work night duty on a planned schedule to relieve the night manager. A Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills.

**DUTIES** : Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff. Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

**ENQUIRIES** : Mr M Photo Tel No: (021) 8265-801  
**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 will be subjected to a practical and oral/written assessment. The pool of applicants will be considered for other vacant Operational Manager Specialty (Psychiatry) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

**CLOSING DATE** : 06 September 2024

**POST 29/62** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 TO 2 (PSYCHIATRY)**  
Chief Directorate: Metro Health Services

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

**CENTRE** : Goodwood 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. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry, after obtaining the 1year post-basic qualification in Advanced Psychiatric Nursing Science. Competencies (knowledge/ skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office) Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Experience of Community Mental Health at Primary Health Care level.

**DUTIES** : Render and effective and comprehensive nursing treatment and care to patients. Provide continuous and comprehensive nursing care, manage financial and administration duties, and assist with human resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility.

**ENQUIRIES** : Ms H Lewies Tel No: (021) 812-1890

**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 who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for other vacant Professional Nurse (Specialty: Psychiatry) posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

**CLOSING DATE** : 06 September 2024

**POST 29/63** : **PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (TRAUMA AND EMERGENCY)**  
Chief Directorate: Metro Health Services

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

**CENTRE** : Delft 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. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirement of the job: Willingness to work shifts and after hours (weekends,

- public holidays and night duty). Competencies (knowledge/ skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Analytical thinking, independent decision making, problem-solving skills and ability to facilitate and promote training. Computer literacy (MS Word, GroupWise and Excel).
- DUTIES** : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
- ENQUIRIES** : Mr M Gaji Tel No: (021) 954-2237
- 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 who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. The pool of applicants will be considered for other vacant Professional Nurse Specialty (Trauma and Emergency Care) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 06 September 2024
- POST 29/64** : **PROFESSIONAL NURSE GENERAL GRADE 1 TO 3 (TRAUMA AND OPD)**  
Garden Route District
- SALARY** : Grade 1: R307 347 per annum  
Grade 2: R375 480 per annum  
Grade 3: R451 533 per annum
- CENTRE** : Knysna Hospital, Knysna/Bitou Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
- ENQUIRIES** : Ms EM van Rooyen Tel No: (044) 302-8400.
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the

day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)” No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Professional Nurse General posts within the Knysna/Bitou Sub District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE**

: 06 September 2024

**POST 29/65**

: **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X9 POSTS)**  
Cape Winelands Health District

**SALARY**

: Grade 1: R 451 533 per annum, plus 8% rural allowance  
Grade 2: R553 545 per annum, plus 8% rural allowance

**CENTRE**

: Various Institutions

**REQUIREMENTS**

: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: A valid driver’s license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to communicate (written and verbal). Computer literacy (MS Word and Excel).

**DUTIES**

: Manage the burden of disease, renders clinical services. Manage stats and assist Operational manager with administration functions. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.

**ENQUIRIES**

: Breede Valley Sub District - Ms C van Staden Tel No: (023) 348 1316 Drakenstein Sub District – Ms J Bosch Tel No: (021) 862 4520 Witzenberg Sub District – Mr L Wawini Tel No: (023) 316 9600

**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 who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

**CLOSING DATE**

: 06 September 2024

**POST 29/66**

: **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (NIMART TRAINERS) (X3 POSTS)**  
Chief Directorate: Emergency and Clinical Support Services)  
(1 Year Contract Post)

**SALARY**

: Grade 1: R451 533 per annum, plus 37% in lieu of service benefits  
Grade 2: R553 545 per annum, plus 37% in lieu of service benefits

**CENTRE**

: People Development Centre, (Plumstead)

**REQUIREMENTS**

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

Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse and Midwifery. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Computer skills (MS Office Excel, PowerPoint and Word). Experience in NIMART and HIV. Experience in Primary Health Care.

**DUTIES** : Coordinate and facilitate learning opportunities for Registered Professional Nurses in NIMART and all relevant nurse prescribing related training. Coordinate and facilitate the in-service training and updating of skills. Evaluate and assess the competencies and skills of nursing personnel. Effective management and utilization of human resources.

**ENQUIRIES** : Ms E Joubert Tel No: (021) 763-5320.

**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.

**CLOSING DATE** : 06 September 2024

**POST 29/67** : **ASSISTANT DIRECTOR: PROJECT MANAGER (DATABASE ADMINISTRATION)**  
Chief Directorate: Information Management

**SALARY** : R444 036 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Project Management, Informatics, Information Science, Computer Sciences and/or Database Development. Experience: Appropriate experience including project management. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Strong project management and organisational skills with strong self-sufficiency and creative/innovative/solution orientated thinking. Excellent understanding and application of the system development life cycle, Database management, data governance and data management skills. Ability to develop, implement, document and maintain security and compliance governance processes and procedures and implement internal systems and controls. A high level of computer literacy with advanced excel skills (Oracle and SQL server database administration experience will be an advantage). Excellent interpersonal, communication (written and verbal) and facilitation skills to enable co-operative engagement with colleagues and stakeholders at all levels.

**DUTIES** : Commission and implement development, testing and deployment of new and existing applications including mapping the conceptual design for databases. Develop database documentation, including data standards, policy, procedures and definitions for the data dictionary (metadata) that is in line with WCG: health ICT policy. Project management: development, implementation, communicating, reporting and monitoring of the project/s. Database administration including maintenance, enhancements, user support and system training. Management of Staff/Supervisory function. Provide ongoing technical support to ensure effective service delivery to all stakeholders.

**ENQUIRIES** : Ms L Shand Tel No: (021) 483-2639

**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.

**CLOSING DATE** : 06 September 2024

**POST 29/68** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT COMPLIANCE**  
Chief Directorate: Information Management

**SALARY** : R444 036 per annum

**CENTRE** : Head Office, Cape Town, (Knowledge Management: Compliance)

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree.

Experience: Appropriate experience in health information management. Inherent requirements of the job: Valid driver's license (Code B/EB) and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer skills in MS Office. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, processes and standard operating procedures. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Knowledge of the information systems utilised by the WCG: Health e.g. Sinjani, DHIS, Clinicom, PHCIS, Ideal Facility, Business Intelligence, SPV, TIER.net etc. Excellent management, leadership, training, interpersonal and communication (verbal and written English) skills.

**DUTIES** : Develop and manage operational and project plans pertaining to internal and external performance information audits and specific short-term projects. Coordinate and conduct support/assessment visits to provide assurance on data quality and compliance with provincial and national policy, standard operating procedures and tools. Conduct root cause analysis of findings and develop, implement and monitor remedial action plans and corrective measures, including training material, training and tools. Develop and maintain digital tools to conduct and report on assessments. Develop, generate and communicate/present findings, performance and progress reports for management and stakeholders. Supervise, manage, lead and upskill a cohesive team/unit.

**ENQUIRIES** : Ms L Shand Tel. No (021) 483-2639  
**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 have to complete a skills competency test.

**CLOSING DATE** : 06 September 2024

**POST 29/69** : **SYSTEMS CONTROLLER: HEALTH SYSTEMS**  
 Directorate: Information Technology (HIS Application Centre, Tygerberg Hospital)

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** :

Minimum educational qualification: Appropriate Three-year National Diploma or Degree. Experience: Appropriate experience in Information Management and Information Systems. Inherent requirement of the job: IT certification or higher. Competencies (knowledge/skills): Ability to document and troubleshoot errors. Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic process mapping skills. Experience as a Quality Assurance Tester or similar role is a plus. Familiarity with Agile frameworks and regression testing is a plus. Conduct training, assist with communication and change management related duties to support a project team when implementing information systems.

**DUTIES** : Maintain the OHASIS /other systems by: Maintaining system master files and documentation. Controlling and maintaining user access to systems. Provide 1st and 2nd line support to Users by: Responding to and investigating helpdesk calls. Providing onsite training as needed, Identifying, and resolving problems, referring appropriate calls to the System Manager, 3rd line support. Assisting with password resets. Consult with System Managers and other relevant components regarding day-to-day operational matters by: Attending system controller meetings, Consult with IT as needed. Consult with system developers as needed. Manage and maintain user manuals and procedures by: Reporting to trainer regarding system updates, regularly monitoring and improving processes for use of system, manage data quality assurance by: Performing QC with new releases, Encouraging correct user usage of systems. Producing system reports, Ensuring dissemination of information to users. Provide Support to Supervisor by: Exposure to management functions/workings, Generating required reports to System Manager.

**ENQUIRIES** : Mr J Maharaj Tel No: (021) 938 6513  
**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.  
**CLOSING DATE** : 06 September 2024

<b><u>POST 29/70</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A (PLUMBING)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R362 130 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. Experience: Five (5) years' experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: A valid driver's license. After-hour repairs and standby duties. Good communication skills. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literate.
<b><u>DUTIES</u></b>	:	Render managerial assistance including departmental budgeting and procurement expenditure control. Supervise, train and develop staff and other HR related duties including evaluation reports of staff. Assist with the upkeep of a database of servicing and inspection of all plant, equipment and machinery. Do maintenance and repairs to plant, hospital services and equipment. Plan and design new installations and alterations attend to emergencies/standby duties and give technical advice. Compile minor specifications and await tenders and ensure compliance with stores regulations. Determine best utilisation of materials and to requisition materials accordingly.
<b><u>ENQUIRIES</u></b>	:	Ms B Perumal Tel No: (021) 938-4430
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 29/71</u></b>	:	<b><u>PERSONAL ASSISTANT</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R308 154 per annum
<b><u>CENTRE</u></b>	:	Directorate: Violence Prevention (Unit)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the post. Experience: Appropriate experience in rendering secretarial/administrative support services to management. Inherent requirements of the job: Valid Driver's license. Willingness to travel. Competencies (knowledge/skills): Good telephone etiquette. Computer literacy. Excellent people skills. High level of reliability. Ability to multi-task. Ability to act with tact and discretion. Information gathering and analysis of information. Self-management and motivation. Basic knowledge Office management and financial administration. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Basic Knowledge of al tools for administrative work. Strong organisational skills.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Director. Render an effective administrative support service, including ensuring the effective flow of information, submission and follow-up of administrative documentation, maintenance of office equipment and maintenance of an effective electronic filing system. Handle the procurement for the office of the Director, including procurement of travel booking and standard items such as stationery and refreshments for the activities of the Director and the unit. Provide logistical support in planning and organising workshops and events organised by the Directorate. Provide support to the Director, including diary management, responding to calls, preparation for meetings, accurate recording of meeting minutes and decisions and communication with relevant role-players. Remain abreast of with the relevant procedures and processes that are applicable in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Ms G Dereymaeker Tel No: (021) 815-8787
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	06 September 2024



**POST 29/72** : **ADMINISTRATIVE OFFICER: LABOUR RELATIONS (HUMAN RESOURCE DEVELOPMENT AND TRAINING)**  
Directorate: People Management Planning and Practices

**SALARY** : R308 154 per annum  
**CENTRE** : Head Office, Cape Town (Based on the grounds of Karl Bremer Hospital)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Labor Relations (LR) and Human Resource Development and Training. Appropriate experience in facilitating grievance and disciplinary procedures. Appropriate experience in Skills Development processes and procedures. Competencies (knowledge/skills): Knowledge of LR and Human Resource Development and Training standards and prescripts. Ability to analyse data in order to compile management reports, detailing relevant trend analysis. Knowledge and or experience with EPWP programmes. Excellent report writing and presentation skills. Conflict management skills. Understanding of relevant legislation pertaining to labour relations. Computer literacy in Ms Office and Internet. Ability to work and under pressure and meet deadlines. Ability to work as part of a team and independently as required.

**DUTIES** : Interpret LR and HRD and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist in the development, implementation, and evaluation of a Workplace Skills Plan. Co-ordinate induction training. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all LR and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all LR and HRD and Training policies, procedures, and interventions. Manage EPWP programmes and budget, placing of interns at Institution. Assist and manage all Disciplinary matters relating to EPWP interns.

**ENQUIRIES** : Ms A Swartz Tel No: (021) 918-1572  
**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 the post.  
**CLOSING DATE** : 06 September 2024

**POST 29/73** : **PROFESSIONAL NURSE GRADE 1 TO GRADE 3 (GENERAL)**

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

**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Competencies (knowledge/skills): Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively.

**ENQUIRIES** : Ms T Wulff Tel No: (021) 404-2109  
**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. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be

considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”. Short-listed candidates may be subjected to a compulsory competency test.

**CLOSING DATE**

: 06 September 2024

**POST 29/74**

: **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL)**  
West Coast District

**SALARY**

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

**CENTRE REQUIREMENTS**

: Saldanha Bay Clinic, Saldanha Sub-District, West Coast District  
Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e., annual licensing receipt of 2024. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Prepared to work at different facilities within the Sub-District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

**DUTIES**

: Management of Burden of disease in accordance with the guidelines and protocols of the Western Cape. Provide quality of care to all patients within PN scope of practice, in consideration of their presented health issue. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness in the of health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork, but able to work independently and supervise and mentor lower categories of staff.

**ENQUIRIES**

: Mr JA Julies Tel No: (022) 709-7225

**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 will be subjected to a competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE**

: 06 September 2024

**POST 29/75**

: **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING)**  
West Coast District

**SALARY**

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

**CENTRE REQUIREMENTS**

: Radie Kotze Hospital, Berggriver Sub-District  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a

Professional Nurse and Midwifery. Registration with a professional council: Registration with a professional council: Registration with the SANC as Professional Nurse and Midwifery. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

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

**ENQUIRIES** : Ms TJ Fredericks Tel No: (022) 814-0462 / 022 913-1180

**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 will be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 06 September 2024

**POST 29/76** : **SENIOR EMERGENCY CONTROL CENTRE AGENT (DISPATCHER)**  
Chief Directorate: Emergency and Clinical Support Services

**SALARY** : R255 450 per annum

**CENTRE** : Emergency Communication Centre, Garden Route District

**REQUIREMENTS** : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirement of the job: Ability to work shifts as per roster. Competencies (knowledge/skills): Basic knowledge of the topographical layout of the Western Cape. Good leadership, listening, supervisory, work organization and prioritization skills. Knowledge of CareMonx computer aided dispatching system. Must be able to utilise mapping software for resource allocation. Computer literacy (MS office).

**DUTIES** : Manage caller anxiety and stress and provide life-saving telephonic interventions. Accurately record information in order to ensure data integrity and subsequent appropriate management intervention. Alert supervisors to recurrent incidents, as well as exceptional incidents of a critical life threatening in nature, particularly in the mass casualty context. Implement any instructions as per the identified medical dispatch protocol reference system (MDPRS). Mobilise vehicle resources, control the deployment of resources and react to delays in the individual status of the deployed vehicles. Manage Major Incidents according to plan Delta and MIMMS, and mobilize other emergency services incl. Traffic, Fire SAPS and Disaster Management when required. Training and supervision of Emergency Communications students during their elective.

**ENQUIRIES** : Ms M Arries Tel No: (044) 805-5070

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

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

**CLOSING DATE** : 06 September 2024

**POST 29/77** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**  
West Coast District

**SALARY** : Grade 1: R250 947 per annum

Grade 2: R290 436 per annum

Grade 3: R313 308 per annum

**CENTRE** : Malmesbury CDC (Abbotsdale and Chatsworth Clinics)

- REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Registration with the SAPC as Pharmacist Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Have a valid driver's license. Ability to travel in the Sub District. Work after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail.
- DUTIES** : Manage drug supply within the clinics, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of all chronic scripts, including preparing medication for chronic group outreaches such as home-based care, as well as issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the Swartland Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.
- ENQUIRIES** : TL Midgley Tel No: (022) 486-8019
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Pharmacist Assistants who do not comply with registration in the advertised category may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed.
- CLOSING DATE** : 06 September 2024
- POST 29/78** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
- SALARY** : Grade A: R230 898 per annum  
Grade B: R270 915 per annum  
Grade C: R314 751 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum Educational Qualification: Appropriate Trade Test Certificate in the field. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers' license and willingness to travel. Willingness to be available after hours. Willingness to be on standby and work overtime. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Good communication skills.
- DUTIES** : General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock. Ability to maintain mechanical and electrical installations, as well as all General Maintenance work. Render assistance to the chief

artisan and effective supervision and training of subordinates. The ability to perform basic duties and record-keeping.

**ENQUIRIES** : Mr W Krüger Tel No: (021) 938-4240

**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.

**CLOSING DATE** : 06 September 2024

**POST 29/79** : **STAFF NURSE: GRADE 1 TO 3**  
West Coast District

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

**CENTRE** : Radie Kotze Hospital

**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Competencies (knowledge/skills): Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

**DUTIES** : Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team.

**ENQUIRIES** : Ms TJ Fredericks Tel No: (022) 814 0462/ 022 942 1562

**APPLICATIONS** : Applications are submitted online via [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 will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 06 September 2024

**POST 29/80** : **STAFF NURSE GRADE 1 TO GRADE 3 (X13 POSTS)**

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

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as Enrolled Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to lift and turn patients, stand for long hours and lift heavy equipment. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy.

**DUTIES** : Development and implementation of basic patient care plans under direct/indirect supervision of a Professional Nurse. Provide basic clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively.

- ENQUIRIES** : Ms T Wulff Tel No: (021) 404 2109
- 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 who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)"
- CLOSING DATE** : 06 September 2024
- POST 29/81** : **STAFF NURSE GRADE 1 TO 3**  
West Coast District
- SALARY** : Grade 1: R209 112 per annum  
Grade 2: R248 613 per annum  
Grade 3: R290 805 per annum
- CENTRE** : Piketberg CDC
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Current registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good Computer (MS Word, Excel, Outlook) Good interpersonal and organisational skills and the ability to function under pressure. Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team.
- ENQUIRIES** : Ms E Engel Tel No: (022) 913-3062
- APPLICATIONS** : Applications are submitted online via [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 will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 06 September 2024
- POST 29/82** : **FORENSIC PATHOLOGY OFFICER: GRADE 1 TO 2**  
Chief Directorate: Emergency And Clinical Support Services
- SALARY** : Grade 1: R205 773 per annum  
Grade 2: R239 658 per annum
- CENTRE** : Forensic Pathology Services, Oudtshoorn Laboratory (Oudtshoorn Hospital)
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate with having achieved English, Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 years appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilates, decomposed, infectious viruses, obese). Competencies (knowledge/ skills): Computer and software literacy. Ability to be trained in 4X4 Vehicle handling. Ability to be trained in photography. Will be required to deliver testimony in court proceedings. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection.

- DUTIES** : Be willing on travelling long distances and working standby duties / overtime. Effective and efficient recovery, storage and processing of deceased. An effective forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager regarding Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.
- ENQUIRIES** : Mr. Allen Hector ([Allen.Hector@westerncape.gov.za](mailto:Allen.Hector@westerncape.gov.za)) Tel No: (044) 272-0073
- 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 may be subjected to a practical test. Candidates will be subjected to security clearance, qualification verification, criminal records, credit records and previous employment checks prior to appointment.
- CLOSING DATE** : 06 September 2024
- POST 29/83** : **ARTISAN ASSISTANT**  
Chief Directorate: Metro Health Services
- SALARY** : R183 279 per annum
- CENTRE** : New Beginnings House, Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Inherent requirement of the job: Willingness to work overtime when required. Ability to do standby duty when required. Capability to do strenuous physical labour. Valid Code B Driver's License. Competencies (knowledge/ skills): Basic knowledge of carpentry, bricklaying, plastering, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other Handyman related functions. Knowledge of Occupational Health and Safety Act.
- DUTIES** : Maintenance, installation and minor repairs of water reticulation systems. Maintenance and unblocking sewer systems and minor repairs in all related plumbing activities. Maintenance and minor, repairs to equipment and machines in the mechanical field. Maintenance and minor repairs and installations of equipment and electrical items. Maintenance and minor repairs and manufacture of all carpentry work. Maintenance and minor repairs in the light current field. Maintenance and minor repairs of buildings and repairs.
- ENQUIRIES** : Mr. D. Polliandi Tel No: (021) 940-4566.
- 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 will be subjected to a practical assessment. The pool of applicants for the post of Assistant to Artisan will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 06 September 2024
- POST 29/84** : **ARTISAN ASSISTANT (AIR-CONDITIONING AND REFRIGERATION)**
- SALARY** : R183 279 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience and knowledge of air-conditioning / refrigeration plant room equipment, cold / freezer room repairs / split air conditioning units and chillers. Appropriate experience and knowledge of air-conditioning / refrigeration plant room equipment, cold / freezer room repairs / split air conditioning units and chillers. Inherent requirements of the job: Willingness to perform standby duties and work overtime when required. Valid Code 08 driver's license. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills. Ability to plan ahead (pro-active), work independently, as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.
- DUTIES** : Perform repairs to air-conditioning / refrigeration plant and equipment and assist with emergency breakdowns (including after-hour-repairs and standby duties. Assist with the installation of new plant and equipment and alterations when required. Ability to do maintenance, Inspection of Plant, equipment, machinery and minor installations assist with projects. Complete and return repair requisitions and assist in ordering and

controlling the workshop, materials and tools. Train and develop staff, supervise junior staff. Clean areas where work has been carried out.

**ENQUIRIES** : Ms B Perumal Tel No: (021) 938-4430

**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 the post.

**CLOSING DATE** : 06 September 2024

**POST 29/85** : **FOOD SERVICES SUPERVISOR**  
Chief Directorate: Metro Health Services

**SALARY** : R183 279 per annum

**CENTRE** : Stikland Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and training Certificate (GETC/Grade 9/St 7) or equivalent. Experience: Appropriate experience in a large-scale Food Service Unit. Inherent requirements of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime as needed. Physically able to lift heavy objects and be on your feet for long periods of time. Competencies (knowledge/ skills): Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Sound organising skills. Inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions. Computer literacy, writing skills and the ability to work under pressure.

**DUTIES** : Order, receipt, storage and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control. Process food statistics and keep records.

**ENQUIRIES** : Ms R Potgieter Tel No: (021) 940-4575

**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 will be subjected to a practical/written and oral assessment. The pool of applicants for the post of Food Service Supervisor will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

**CLOSING DATE** : 06 September 2024

**POST 29/86** : **ARTISAN ASSISTANT**  
Chief Directorate: Metro Health Services

**SALARY** : R183 279 per annum

**CENTRE** : Oral Health Centre, Tygerberg/Mitchell's Plain

**REQUIREMENTS** : Minimum educational qualification: Grade 10/Std 8 or equivalent qualification. Experience: Appropriate experience. Inherent requirement of the job: Capability to do strenuous physical labour. Valid (Code B) driver's license. Competencies (knowledge/ skills): Knowledge of Dental equipment and ability to carry out repairs on various Dental equipment and Dental Laboratory equipment. Basic knowledge of electrical (light and heavy current), mechanical, plumbing, carpentry, painting and other basic functions of an Artisan Assistant. Knowledge of Occupational Health and Safety Act.

**DUTIES** : Elementary maintenance, installation and repair works on Dental equipment. Effective support to Supervisor. Elementary maintenance, installations, repair modify and manufacture items, equipment and machines under the supervision of the Supervisor. Manage the use of stock, materials and equipment. Inform on serviceable and/or unserviceable equipment. Responsible for basic administration work as well as completing job cards.

**ENQUIRIES** : Mr Z Issack Tel No: (021) 370 4424/021 937 3021

**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. The pool of applicants will be considered for other vacant Artisan Assistant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will



<b><u>CLOSING DATE</u></b>	:	be subjected to a written/practical and oral assessment. 06 September 2024
<b><u>POST 29/87</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Enrolled Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices. Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<b><u>DUTIES</u></b>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Wulff Tel No: (021) 404 2109 Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 29/88</u></b>	:	<b><u>STERILISATION OPERATOR PRODUCTION (HOSPITAL CSSD)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R155 148 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Oudtshoorn Hospital Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Basic literacy, both written and verbally. Willingness to work shifts (day and night duty), including weekends and public holidays. Physically fit to lift heavy objects, push heavy trolleys, bend down, and stay on feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a co-operative way within a team context.
<b><u>DUTIES</u></b>	:	Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilisation of instruments, linen, and supplies. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Maintain equipment in an optimum working condition. Cost effective utilisation of resources, monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment. Support to the supervisor and team members.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr CB Olivier Tel No: (044) 203-7203 Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	06 September 2024

**POST 29/89** : **STERILIZATION OPERATOR PRODUCTION (CSSD) (X3 POSTS)**

**SALARY** : R155 148 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum Educational Qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a Health facility. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays, night duty and be rotated. Willingness to rotate within the CSSD department. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilisation.

**DUTIES** : Effective application of sterilisation processes and techniques. Promote/adhere to infection control, as well as health and safety regulations. Decontaminate, pack and sterilise instruments, linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves, lift-up and pushing heavy equipment. Maintain equipment in an optimum working condition and utilise resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels, report and assist with the investigation of lost instruments/ equipment.

**ENQUIRIES** : Ms F Baartman Tel No: (021) 938-4055  
**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 will be subjected to a practical/written assessment.

**CLOSING DATE** : 06 September 2024

**POST 29/90** : **FOOD SERVICE AID (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R131 265 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills. Have knowledge and understanding of the basic food groups and cooking methods.

**DUTIES** : Prepare, cook and serve meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Dress according to Departmental specifications and adhere to Hospital Policy. Ability to prepare food according to standardised recipes. Ability to be trainable in preparing of normal and therapeutic diets. Following and adhere to Health and Safety Regulations.

**ENQUIRIES** : Ms L Vermeulen Tel No: (021) 402-6224  
**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. The pool of applicants will be considered for other vacant Food Service Aid posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 06 September 2024

**POST 29/91** : **DRIVER (LIGHT DUTY VEHICLE)**  
Overberg District

**SALARY** : R131 265 per annum  
**CENTRE** : Swellendam Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of personnel and goods in a Health Facility set up. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Physically fit to

perform duties, to lift and load heavy items, be of sober habits. Must do standby and work overtime after hours, including weekends and public holidays. Competencies (knowledge/skills): Good interpersonal skills. Ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, and inspections for defects on vehicles. Ability to read and comprehend road directions and traffic signs. Knowledge of Transport regulations (Handbook 1 of 2019).

**DUTIES** : Transport official passengers, post, packages and equipment. Conduct routine vehicle inspections, report defects, ensure routine maintenance is performed. Clean and ensure that all vehicles are tidy. Perform administrative duties pertaining to the (GG) vehicles and transport office, ensure accurate and detailed completion of logbooks. Provide assistance to supervisor and colleagues, perform ad-hoc duties when required and adhere to traffic regulations.

**ENQUIRIES** : Ms N Wege Tel No: (028) 514 8400

**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.

**CLOSING DATE** : 06 September 2024

**POST 29/92** : **DRIVER (LIGHT DUTY VEHICLE)**  
Cape Winelands Health District

**SALARY** : R131 265 per annum

**CENTRE** : Robertson Hospital, Langeberg Sub-district

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of employees, and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.

**DUTIES** : Daily transporting of official passengers, post, packages, chronic medication, goods, equipment, and heavy laundry bags as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

**ENQUIRIES** : Ms E Volschenk Tel No: (023) 626-8567

**APPLICATIONS** : Applications are submitted online via [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.

**CLOSING DATE** : 06 September 2024

**POST 29/93** : **LINEN STORES ASSISTANT (X2 POSTS)**  
Cape Winelands Health District

**SALARY** : R131 265 per annum

**CENTRE** : Robertson Hospital (X1 Post)  
Montagu Hospital (X1 Post)

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do manual labour (heavy linen bags) and assist in other departments when required.

**DUTIES** : Collect dirty linen from wards and take clean linen to wards. Sort and count dirty linen. Transport Linen between Robertson, Montagu, and Worcester Hospitals. Receive clean linen, sort, and pack away. Keep linen area and storeroom clean and tidy. Relieve other departments when required.

**ENQUIRIES** : Mr G Petersen Tel No: (023) 626-8611

**APPLICATIONS** : Applications are submitted online via [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.

**CLOSING DATE** : 06 September 2024