



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 37 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF HOME AFFAIRS:** Kindly note that the closing date for the posts of: Deputy Director-General: Immigration Services with Ref No: HRMC 37/24/1, Deputy Director-General: Human Resources Management and Development with Ref No: HRMC 37/24/2 and Deputy Director-General: Information Services advertised in Public Service Vacancy Circular 32 with closing date of 08 October 2024, has been extended to 22 October 2024.
PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF HEALTH (For Charlotte Maxeke Johannesburg Academic): Kindly note that the following post was advertised in Public Service Vacancy Circular 34 dated 20 September 2024, Medical Registrar Obstetrics and Gynaecology (Re-advertisement) with Ref No: 021631 with the closing date 07 October 2024 have been withdrawn.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	A	03 - 05
GOVERNMENT TECHNICAL ADVISORY CENTRE	B	06 - 08
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	C	09 - 13
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	D	14 - 15
SMALL BUSINESS DEVELOPMENT	E	16 - 24
SOCIAL DEVELOPMENT	F	25 - 26
TRADITIONAL AFFAIRS	G	27
WATER AND SANITATION	H	28 - 36

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
KWAZULU NATAL	I	37 - 61
MPUMALANGA	J	62 - 63
NORTHERN CAPE	K	64 - 71
NORTH WEST	L	72 - 74
WESTERN CAPE	M	75 - 111

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 25 October 2024 before 12h00 noon. No late applications will be considered

: Take note of the disclaimer mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za/vacancies or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicate above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate which is submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

- POST 37/01** : **EB ADMINISTRATOR (TWO POT) REF NO: EB/ADMIN/TWO-POT PROJECT/2024/10-20C (X20 POSTS)**
Employee Benefits Programme 2.2
(12 months contract)
- SALARY** : R255 450 per annum (Level 06), plus 37% in lieu of benefits
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate three (3) year N Dip/B Degree or similar three-year tertiary qualification with at least 360 credits (preferably in administration/finance) with 18 months proven experience in the processing and/or payment of claims. Candidates with experience in the administration and processing of Retirement fund/Employee Benefits claims will receive preference or A Senior Certificate/Matric/Grade 12/Vocational certificate / equivalent (ideally with either Mathematics or Accounting as a passed subject) with three (3) years proven experience in the processing and/or payment of claims. Candidates with experience in the administration and processing of Retirement fund/Employee Benefits claims will receive preference. Experience of the MS Office package, with particular focus on MS Excel. Knowledge of Standards and procedures of Claims Processing. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF Services & Products will serve as an advantage. Knowledge of GEP Law & Rules will serve as an advantage. Knowledge of GPAA Policies will serve as an advantage. Analytical thinking. Financial management. Analytical thinking. Good communication skills both verbal and written. Problem solving skills. Customer orientation. Creative thinking. Negotiation skills. Logical thinking. Attention to detail. Ability to build strong network relationship. Stakeholder management. Production driven.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process Claims: Review applications/claims received for various types of exits or claims. Check that all supporting documentation is attached as per the requirements of the specific claim. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member's information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the various Funds/schemes. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedure. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.
- ENQUIRIES** : Nthabiseng Mosimanyana Tel No: (012) 319 1324 or Sanele Ngema Tel No: (012) 399 3501
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email (failure to adhere to this will result in decline of application/s)
- NOTE** : The purpose of the role is to provide administrative support for the processing and payments of pension claims within the Employee Benefits environment. Various contract positions for EB Administrators at EB Operations are currently available at the Government Pensions Administration Agency on a 12-month contract.

- POST 37/02** : **FINANCE ADMINISTRATORS: TRACING AGENTS REF NO: FA/TRACING/HO/2024/10-4C (X4 POSTS)**
 Finance Unclaimed Benefits
 (12 months contract)
- SALARY CENTRE REQUIREMENTS** : R255 450 per annum (Level 06), plus 37% in lieu of benefits
 : Pretoria Head Office
 : An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in the accounting/financial management field of which at least 6 months should be in Tracing or debtors/debt collection OR A Senior Certificate/Grade 12/Matric/Vocational certificate coupled with three years appropriate proven experience in the accounting/financial management field of which six (6) months should be in Tracing or debtors/debt collection. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be essential. A valid driver's license will be an added advantage. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Service Act (PSA). Problem solving skills. Communication skills. Analytical skills. Time Management skills. Integrity. Ability to prioritize. Ability to work in a team. Customer oriented. Deadline driven. Effective communication skills (written and verbal).
- DUTIES** : The incumbent will be responsible for a wide variety of financial administrative tasks which includes but are not limited to the following: Trace beneficiaries: Find contact details on ITC in order to identify candidates for unclaimed benefits. Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries. Rectify errors by updating the system with the correct information provided by the clients. Send unclaimed benefit cases successfully traced to Pretoria Head Office for re-issue. Prepare cases for processing: Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits. Check the system against documentation provided in order to avoid issues with processing. Send death benefit form to client in accordance with benefit to which he/she is entitled. Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases: Perform data integrity checks following standard processes. Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Assistant Manager and Outbound Call Centre Agent.
- ENQUIRIES** : Mbongiseni Nkosi Tel No: (012) 399 2202 or Sisipho Manzi Tel No: (012) 319 3434
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s].
- NOTE** : The purpose of the roles are: To assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. Four contract positions for Finance Administrator: Tracing at Unclaimed Benefits and Tracing are available at the Government Pensions Administration Agency. These positions will be filled on a 12 month contract and will be based at the Pretoria Head Office.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities.

- APPLICATIONS** : Potential candidates may apply online and attach accompanying documents on the GTAC website at <https://www.gtac.gov.za/careers>
- CLOSING DATE** : 25 October 2024 at 12 pm.
- NOTE** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 37/03** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: G02/2024**
(Term: Permanent)
- SALARY CENTRE REQUIREMENTS** :
- : R849 702 - R1 000 908 per annum (Level 11)
 - : Pretoria
 - : Degree or related qualification in Financial Management or related field. A minimum of 6-10 years' experience in Budget Planning, Financial Reporting, and in Public Service Financial Management, at least 3 of which at a supervisory/management level (Assistant Director). An extensive knowledge of PFMA and NT Regulations is an added advantage. Competencies required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information systems. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Holding People accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political, and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Results Orientation: Concern

for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Strategic Orientation: Strategic orientation is about taking a broad-scale, long-term view, and assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of social, economic, market, and political issues, trends, processes, and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values, and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate, and values. Sharing goals, objectives, and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES

: To ensure that the GTAC budgets are managed in line with relevant legislation, regulations, frameworks, and departmental policies and procedures. Management Accounting Compliance: Monitor legislative and regulatory prescripts relating to public finance management and accounting including the PFMA, GAAP, and GRAP, and make recommendations for amendment to GTAC financial policies and procedures where relevant. Monitor compliance to GTAC financial policies and procedures, and report and ensure that non-compliance issues are addressed. Monitor and address the performance and integrity of the financial management system (PASTEL). Manage the management accounting and reporting schedules, ensuring compliance with NT reporting requirements. Provide advice and guidance to budget managers on the use of forecasting methods and tools. Participate in the internal and external audit reviews. Budget Preparation Management: Coordinate the preparation of financial information required for the strategic and annual performance planning process. Analyse and quality assure the financial information requirements for the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Develop templates for the collection of budget information from budget managers. Analyse, interpret, and communicate the treasury guidelines for the estimates of national expenditure (ENE). Review and analyse the annual budgets and ensure alignment with the Operating plans. Budget Planning and Implementation Management: Coordinate the preparation and consultation for the MTEF budget process. Align budget statements with the annual performance plan, and strategic plan. Analyse and interpret the requirements for the annual cash flow projections and adjusted as prescribed by Treasury and recommend corrective action where required. Budget Adjustments Management: Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and making recommendations for adjustments. Supervise the recording of adjustments and provide feedback to the relevant components. Monitor that all shifts/virements are included in the adjusted budget. Budget Rollover Management. Ensure that prescripts for 'funds committed but not spent' and compliance requirements for budget rollover/retain surplus requests are disseminated to programme managers and in compliance with the NT guidelines. Ensure that all roll-over/retain surplus requests are analysed, considered, and proposal

recommendations developed and submitted to the CFO for a recommendation. Ensure that the approved rollovers are incorporated in the budget adjustments. Monitor expenditure trends, assess additional funding requirements from the adjustment estimates process, and develop proposals on the virement or shifting of funds. Budget Reporting Management: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Evaluate and monitor the costing model in place. Compile information for the interim and annual performance reports. Provide information for the preparation of the annual financial statements.

ENQUIRIES

: Kaizer Malakoane at 066 250 7072. Email: Kaizer.malakoane@qtac.gov.za

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

<u>CLOSING DATE</u>	:	25 October 2024
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, 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. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme . No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts.

OTHER POSTS

- POST 37/04** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Q9/2024/37**
- SALARY** : R849 702 per annum (Level 11), all-inclusive package which includes a basic salary and flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement and an employment contract
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An appropriate recognised three year (3) degree in Supply Chain Management, Public Procurement, Logistics or Bachelor of Commerce in SCM. At least 3-5 years' experience in Supply Chain and Asset Management at Assistant Director Level. Knowledge requirements: Extensive knowledge and experience in Supply Chain Management and Assets Management; In depth knowledge of Financial Management, Supply Chain Management and Assets Management procedures and prescripts is vital; Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM practice notes, regulations, directives, circulars, policy frameworks is essential; LOGIS and BAS knowledge and experience, as well as Accounting Provisioning Administration background required. Skills and Competencies: Good interpersonal and communication skills as well as advanced computer skills; The ability to manage staff and draft relevant policies and/or reports as required; Be able to work under pressure, independently and overtime when necessary; The successful candidate must be highly reliable; Self-motivated; Flexible; Creative; Client focused and quality orientated.
- DUTIES** : Development and implementation of the Supply Chain and Assets Management systems; Monitor the performance of bid committees which includes specification, evaluation and adjudication; Manage the Demand Management process including needs analysis, annual procurement plan, confirmation of available funds, identification of methods of procurement, market and industry analysis; Identifying preferential procurement policy objectives, specifications/terms of reference and life cycle costing; Identify preference points system and specific goals per commodity in terms of preferential procurement regulations; Development and management of utilisation of a central supplier database; Analysis of procurement request for quotations; Management of logistics operations including placing orders, inventory management, stocktaking; Develop and manage the disposal plan; Develop the reports on supply chain and assets management information for approval and submission to internal and external stakeholders; Manage the implementation of SCM performance system; Manage the quarterly SCM risk assessment and development of risk mitigation strategies; Development and manage the implementation of assets management system including the applicable policies and procedures. Manage the development of strategic asset management plan and process aligned with the Department` strategy and the allocated budget; Manage the development of the assets register including the updating due to acquisition, maintenance, transfers, disposal and valuation; Manage the performance management of assets acquisition process including physical verification of assets in line with the Assets Management Policy; Facilitation and management of safeguarding of assets including recording of loss, damages and mismanagement of assets; Manage the Department` contracts and suppliers` performance; Manage travel and accommodation arrangement for the Department. Maintain relationship with IPID` Service providers. Utilise BAS to capture accounting transactions, control the general ledger, and prepare financial reports including inputs to financial statements. Utilise LOGIS for provisioning, procurement, stock control and reporting. Utilise Vulindlela as a management information system for monitoring and reporting of expenditure, assets and liabilities. Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline.
- ENQUIRIES APPLICATIONS** : Mr P Setshedi Tel No: (012) 399 0030
: Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment10@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
- FOR ATTENTION** : Ms P Mereko Tel No: (012) 399 0189

POST 37/05 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: Q9/2024/38**

SALARY : R444 036 per annum (Level 09)
CENTRE : Pretoria Office
REQUIREMENTS : A relevant tertiary qualification at NQF 7 in Public Administration/Management or relevant qualifications. 3 – 5 years' experience at supervisory level in monitoring and evaluation environment preferably in the Public Service. Knowledge requirements: Sound knowledge of M&E process and system within government sphere. Sound knowledge of PFMA, Treasury Regulations, Policy Framework for Government-wide M&E system, Framework for Managing Programme Performance Information, Framework for Strategic Plan and Annual Performance Plan, Public Service Regulations, Operational Management Framework, National Development Plan, Medium Term Strategic Framework (MTSF), Estimates of National Expenditure (ENE), Annual Report Guideline. Skills and Competencies: Communication. Planning and organising. Analytical thinking. Computer literacy. Interpersonal relationship. Problem solving. Conflict management. Report writing. Presentation. Ability to work under pressure.

DUTIES : Develop/review M&E policies, departmental planning processes and systems in line with relevant prescripts. Coordinate development, analysis and submission of quarterly/mid-year reports on implementation of Strategic Plan and Annual Performance Plan. Coordinate development and analysis of quarterly reports on implementation of Operational Plan. Coordinate the development, submission and tabling of Annual Report on implementation of departmental plans. Coordinate the verification of performance information to ensure reliability of information. Assist with evaluation of department's performance in line with the Evaluation Plan. Supervise subordinate/s

ENQUIRIES : Ms S Letlape Tel No: (012) 399 0035
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment11@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail

FOR ATTENTION : Ms P Mereko Tel No: (012) 399 0189

POST 37/06 : **ASSISTANT DIRECTOR: (BUDGET ANALYST) REF NO: Q9/2023/39**

SALARY : R444 036 per annum (Level 09)
CENTRE : National Office: Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. 3 to 5 years relevant supervisory experience. Knowledge requirements: Knowledge of the human resources management functions; Knowledge of Constitutional, legal and institutional arrangements regarding governing in the Public Sector; Knowledge of policy development processes; Knowledge of the policies of the government of the day, Knowledge of strategy development, strategy management and strategy monitoring and review process; Knowledge of financial management processes; Research and reporting procedures; Client needs, planning and organizing and interpretation of policy matters. Knowledge of financial norms and standards, e.g. Public Finance Management Act, National Treasury Regulations, Directives and Instructions. Skills and competencies: Computer literacy. Communication (verbal & written) skills, Presentation skills, Project management skills, Advanced financial management and Analytical skills, Planning and Organizing skills, Analytical and Decision Making skills, Problem solving skills, Excellent networking and network formation skills, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Team Player, Change Management, Knowledge Management, Service delivery innovation, Adaptability, Problem solving and analysis. People Management and Empowerment, Honesty and Integrity, Communication.

DUTIES : Planning, Coordinate, review, analyse and quality assure the financial supporting information for planning purposes: Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and

quality assure the budget preparation process: Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions: Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures.

- ENQUIRIES** : Mr P Tsoanyane Tel No: (012) 399 0157
- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment12@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
- FOR ATTENTION** : Ms P Mereko Tel No: (012) 399 0189
- POST 37/07** : **ASSISTANT DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: Q9/2023/40**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: National Office: Pretoria
: A Bachelor in Security Management or any related field at NQF Level 7 as recognized by SAQA. A minimum of 3 years' experience in the Security Supervision or Management. Registered with PSIRA. A Valid driver's license. Knowledge requirements: Knowledge of the Occupational Health and safety Act. Good understanding of the minimum Information security standards, Criminal procedure Act, Control of Access to Public premises and Vehicle Act, Protection of information Act. Knowledge of enabling legislation relating to security. Skills and competencies: Applied strategic thinking. Budgeting and financial management. Communication and information management. Customer focus and Responsiveness. Developing others. Diversity management. Impact and influence. Impact and influence. Managing interpersonal conflict and Resolving Problems. Networking and building bonds. Problem solving and Decision Making. Team leadership. Skills required: Verbal and written communication skills. Liaison skills. Presentation skills. Investigation skills. Planning and organization skills. Project Management skills.
- DUTIES** : Coordinate Security training and awareness. Make appointment(s) with relevant stakeholder/client. Secure training facility. Provide training material. Provide attendance certificate. Manage security functions: Ensure Personnel, Documentation, Physical, Electronic (Computer), and Surveillance security. Provide inputs to the internal Security Policy and precedents based on the MISS documents. Support the creation, development and maintenance of the

security training capacity for the Department and conduct training sessions for all employees. Conduct physical security appraisal and ensure proper implementation of recommendations. Advise Management regarding security issues. Identify risks and threats to the Security of the Department, including risk assessment for the employees as well as investigations on security breaches. Liaise with stakeholders. e.g SSA, SAPS etc. General supervision of the unit: Supervision of human resource. Supervision of Financial Resources.

ENQUIRIES
APPLICATIONS

: Mr K Mpadisang Tel No: (012) 399 0208
: Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment13@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail

FOR ATTENTION

Ms P Mereko Tel No: (012) 399 0189

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-68-IDS@justice.gov.za
- CLOSING DATE** : 28 October 2024
- NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that does not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 37/08** : **DIRECTOR: BUSINESS APPLICATION LEARNING AND DEVELOPMENT**
REF NO: 24/68/IDS
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An NQF level 7 qualification in Information Technology as recognized by SAQA; 5 years' experience at a middle/ senior management level in applications analysis and design in a learning and development work environment of an organization/institution/department; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge and understanding of Corporate Governance of Justice College Policy Framework and Justice System; Knowledge and understanding of Public Finance Management Act, Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions. Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the development and implementation of business applications strategy and set operational deliverables; Manage and conduct research on the best practice models, technological developments and trends for business learning and development application; Manage and

coordinate implementation of curriculum development, learner assessment and delivery modes strategies; Manage and facilitate training programmes and implementation plans for business applications and systems; Manage and facilitate identification of statement aims and intended learning outcomes of the curriculum for business applications and systems; Manage human, finance, and other resources.

ENQUIRIES

: Mr. R Chauke Tel No: (012) 315 1329

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- CLOSING DATE** : 25 October 2024 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of African males, Coloured males or females, Indian females and White males will receive preference (as per the DSBD EE Plan). Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 37/09** : **SENIOR LEGAL ADMIN OFFICER "REF NO: SLAO"**
- SALARY** : R556 356 – R1 314 666 per annum (MR- 6), In line with the OSD
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor of Laws (LLB) or 4 year recognised legal qualification as recognised by SAQA. Be admitted as an Attorney or Advocate of the Bar Council. Be in good standing with the Law Society of South Africa or the Bar Council of South Africa. Minimum of 8 years of appropriate/ recognisable legal experience within the legal field in the private and public sector from the date of minimum qualification. Be computer literate (MS Office Packages) and possess knowledge of the Legislative Framework on Litigation, and legislative drafting, advanced knowledge of contract negotiations and drafting, civil litigation, criminal procedure and practice, court rules and the South African legal system and the legal fraternity. Display competencies in legal interpretation of legislations, policies, and procedures within the public services, management of litigation skills, criminal procedure and practice skills, trial advocacy, analytical thinking skills, policy analysis and drafting, conflict resolution and research skills.
- DUTIES** : Research the applicability of legal principles and provide Legal Opinions. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position on the case. Determine if contracts are legally certain and whether they reflect the intention of the Department both financially and in terms of its mandate. Peruse and study drafts of proposed bills or amendments to bills, whilst advising and facilitating on the relevant legislative processes. Determine the factual and legal situation on the case initiated on behalf of or against the

- Department. Establish if the Department should litigate or defend the matter. Draft and / or edit legal correspondence on all legal administrative enquiries. Communicate with internal and external stakeholders on legal matters. Assign duties and responsibilities and manage individual performance within the sub-directorate.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: SLAO".
- POST 37/10** : **ASSISTANT DIRECTOR: INFORMAL & MICRO BUSINESS DEVELOPMENT "REF NO: ASD IMBD"**
- SALARY** : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics or equivalent as recognised by SAQA. Minimum of 3 years' experience at a Functional Specialist level in informal sector and micro business support environment Have competencies: Problem Solving, Planning and Organising, Analytical Thinking, Interpersonal Skills, Client Orientation and Customer Focus, Stakeholder Relations, Service Delivery and Innovation and Networking. Be computer literate in MS Office Packages and possess a valid driver's licence.
- DUTIES** : Conduct research aimed at identifying best practices for programmes, instruments and projects that support Informal and Micro Business. Conduct comparison studies between the available tools on Informal and Micro Business development to assist in selecting the best fit for the South African ecosystem. Analyse existing programmes, designs, models, mechanisms, instruments and guidelines to keep abreast with latest models and mechanisms to ensure that informal and micro businesses remain competitive. Coordinate piloting of new and improved programmes in respect of livelihood support. Communicate with internal and external stakeholders through basic to complex correspondence such as response letters, emails, status reports, presentations, memos, submissions and give advice on procedural and technical related matters in respect of policies, procedures and strategies to ensure compliance. Coordinate workshops/ information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD IMBD"
- POST 37/11** : **ASSISTANT DIRECTOR: FUNDING SUPPORT "REF NO: ASD FS"**
- SALARY** : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF 7) in Economics / Finance / Commerce / Business Administration / Public Administration / Social Science or equivalent as recognised by SAQA. Minimum of 3 years' experience at a Functional Specialist level in Development Finance/ Economics / SMME Development / Corporate Finance environment. Training in MS Office Packages and Project Management. Valid driver's licence. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem Solving, Attention to detail, Customer service, Planning and organising skills, Project Management.
- DUTIES** : Provide technical support in the collaboration with mandate owners (Agencies / National Departments / Private Sector) in respect of funding opportunities. Conduct research for the design and development of programmes and systems

to support SMMEs and Coops. Monitor the implementation of priority programmes through agencies, partnerships (TREP) and internal DSBD programme. Conduct post disbursement site visits on ad-hoc basis. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD FS"

POST 37/12 : **OFFICER: ENTITY OVERSIGHT "REF NO: O EO"**

SALARY : R376 413 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree (NQF 7) in Accounting / Finance/ Economics or relevant Related/ Equivalent qualification as recognised by SAQA. Minimum of 2-3 years' experience in a Financial Management environment. Basic knowledge and insight of the Public Finance Management Act and Treasury Regulations. Post Graduate qualification in Accounting / Finance / Economics or relevant related qualification would be considered an added advantage. Computer Literacy (MS Office Packages). Have competencies in: Communication (Verbal and Written), Content analysis, Planning and organising, Interpersonal & Problem Solving, Teamwork, Basic numeracy and Accuracy.

DUTIES : Render a budget support service to public entities inclusive of but not limited to: (obtaining funding requests from public entities, requesting performance reports from public entities, preparing quarterly and annual analysis reports, facilitate evaluation of strategic and annual performance plans, facilitate development and finalisation of shareholder compacts, coordinating transfer of funds to public entities, assist with the analysis of the expenditure patterns and report on deviations against projections and budget, confirm funds before transfer of funds occurs etc). Perform general administrative functions, including performing secretariat services. Distribute budget documents. Maintain database and file documents according to departmental approved filing system. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O EO"

POST 37/13 : **OFFICER: BUSINESS DEVELOPMENT ENTREPRENEURSHIP "REF NO: O ENTREP" (X2 POSTS)**

SALARY : R376 413 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree (NQF 7) Economics / Public Administration/ Development Studies / Business Management or equivalent as recognised by SAQA. Minimum of 3 years' relevant work experience in Entrepreneurship or Enterprise Development. Computer Literacy (MS Office Packages). Driver's licence would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem Solving, Attention to detail, Standard Service delivery and innovation, Planning and organising skills and Project Management.

DUTIES : Conduct research on impacting factors in support of Entrepreneurship Development inclusive of but not limited to: Desktop research, gathering information that will inform development of frameworks etc. Contribute to the

development and review of policies, strategies and implementation framework that supports entrepreneurship development: Develop SOPs, Templates and Database maintenance. Coordinate information requests from entrepreneurs regarding access to education, advocacy, innovation and appropriate technologies. Design programs to support youth owned businesses: implement and monitor youth support interventions, coordinate the submission of reports by implementation partners and keep records of submitted quarterly and annual reports. Provide general administrative support service to the entrepreneurship business unit. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O ENTREP"

POST 37/14 : **OFFICER: RED TAPE REDUCTION "REF NO: O: RTR"**

SALARY : R376 413 per annum
CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree (NQF7) in Economics / Public Administration/ Developmental Studies/ Social Science / Business Management or equivalent as recognised by SAQA. Minimum of 2 years administrative experience in stakeholder consultation environment with specific focus on communication techniques. Training in MS packages, Policy development and Project Management. Have proven competencies: Communication (written and verbal), Interpersonal skills, Attention to detail and Problem Solving, Project Management, Stakeholder Engagement, Service delivery and innovation, Networking, Programme Design and Delivery and Client orientation and customer focus.

DUTIES : Conduct impacting factors in support of policy or programme development includes but not limited to: Desktop research, literature review and primary research (research design, survey design, data collection and analysis) Liaise with stakeholders across government to share best practices and collect status updates on red rape reduction initiatives. Provide support and contribute to the development of mechanisms, tools, programmes or improvement of concepts, theories and operational methods for Entrepreneurs and SMMEs inclusive of but not limited to: Development of SOPs, templates, database maintenance etc. Conduct performance monitoring inspections to determine compliance. Communication with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Provide general administrative and logistical support to the business unit in respect of minute taking during stakeholder meetings, logistical support during events / workshops / meetings and procurement of goods and services ((catering, venues, etc).

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

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O: RTR"

POST 37/15 : **OFFICER: MARKET ACCESS "REF NO: MARK A"**

SALARY : R376 413 per annum
CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree (NQF7) in Economics / Public Administration/ Development Studies or Business Management or equivalent as recognised by SAQA. 1 - 2 years' experience in Economic, Supplier Development and Market Access

- environment. Training in MS packages, Project Management/ Office Administration/ Management. Added advantage B/EB Driver's license and Security Clearance. Have proven competencies: Communication (written and verbal), Analytical Thinking, Attention to detail, Problem Solving, Project Management and Service delivery and innovation.
- DUTIES** : Conduct research on impacting factors in support of entry and growth of SMMEs includes but not limited to: desktop research, gathering of any information related to domestic market access that will support the development and growth of SMMEs etc. Contribute to the development and review of policies and strategies that support market access for SMMEs in relation to the Localisation framework inclusive of but not limited to: development of SOPs, templates, database maintenance etc. Support and collaborate with Value Chain Support Directorate in promoting the listing of SMME- manufactured products by local retailers and wholesalers. Conduct monitoring and draft progress reports on all units related activities. Communication with stakeholders, clients, management & colleagues: Written, and Verbal. Provide general administrative and logistical support to the business unit in respect of minute taking during stakeholder meetings, logistical support during events / workshops / meetings and procurement of goods and services (catering, venues, etc). Provide ad hoc support to the execution of the Directorate activities as and when required.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBDD EE Plan). Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: MARK A"
- POST 37/16** : **HR PRACTITIONER: HUMAN RESOURCE ADMINISTRATION "REF NO: HRP HRA" (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
: Pretoria
: National Diploma (NQF6) in Human Resource Management / Development / Public Administration / Public Management or related/ equivalent human resources qualification as recognised by SAQA. A minimum of 2 years' experience in Human Resource Management environment. Sound knowledge of Personnel Salary system (PERSAL). Computer literacy with knowledge and experience of Microsoft office packages. PERSAL training (Introduction/ Leave / Personnel Administration) will be considered an added advantage. Possess skills in Project Management, Stakeholder Management, Citizen Service Orientation, Organisational Communication Effectiveness (Verbal and Non - Verbal), Problem-solving, Planning and Organising skills and Technical Proficiency.
- DUTIES** : Facilitate implementation of HR policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as Recruitment and Selection, Appointment / Transfers / Promotions / Terminations, Employee Service Benefits, Leave Administration and in the general HR Administration environment. Develop standardised templates, schedules and registers to support implementation process. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy and training relevant to HR admin environment. Implement and maintain systems, processes and procedures. In terms of Recruitment and Selection Processes: administer application process (collect & screen), Facilitate shortlisting and interview process, take minutes, facilitate the verification process, Draft submissions and compile post files etc. capture appointments / transfers / promotions/ terminations. Implement OSD translations. Implement, advise and safe record keeping of employee service benefits. Implement and update employee benefits such as allowances (GEHS / Role Playing / Sessional / Standby, etc), Overtime, Pension, Medical aid and Resettlement etc. in terms of Leave Administration: capture and update leave applications on PERSAL. Issue, Receive and reconcile applications. Perform leave Audits, retrieve and submit documents for audit requests. Advise, compile and submit PILIR applications

to health risk manager. Develop and maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Compile weekly and monthly reports. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations, and submissions. Give advice on procedural and technical related matters in respect of human resources administration related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

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

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: HRP HRA"

POST 37/17 : **PERSONAL ASSISTANT TO THE DDG: SECTOR POLICY AND RESEARCH "REF NO: PA DDG"**

SALARY CENTRE : R308 154 per annum
: Pretoria

REQUIREMENTS : Secretarial Diploma or equivalent qualification as recognised by SAQA (NQF 6). 3-5 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management). A B Degree in Office Practice, Secretarial Studies or Business Administration will be an added advantage. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Have proven competencies: Good telephone etiquette, Computer literacy, Sound organising and people skills, High level of reliability, Communication skills (oral and written), Ability to act with tact and discretion, Good grooming and presentation and Self-management and motivation.

DUTIES : Provide a receptionist / secretarial service to the manager by means of receiving, directing or re-directing calls, clarifying instructions or taking messages. Make use of office equipment and ensure serviceability. Scrutinize documents to determine actions required for meetings and provide a meeting management service. Manage the diary and travel arrangements of the manager in line with relevant directives. Provide an administrative and document management services to the Office. Manage the procurement of goods and services within the prescribed legislative guidelines in the Manager's office. Liaise with internal and external stakeholders.

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

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to applications4@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: PA DDG".

POST 37/18 : **BID ADMIN OFFICER "REF NO: BAO"**

SALARY CENTRE : R308 154 per annum
: Pretoria

REQUIREMENTS : Bachelors Degree (NQF7) in Supply Chain / Logistics Management / Purchasing Management or relevant Related/ Equivalent as recognised by SAQA. Minimum of 3 years relevant experience in Bids Environment. Training in MS packages. Added advantage B/EB Driver's license. Have proven competencies: Communication (written and verbal), Attention to detail, Planning and organising, Judgement of Analysis and Basic Project Management.

- DUTIES** : Execute bidding process inclusive of but not limited to: providing secretariat services to the Bid Specification; Evaluation and Bid Adjudication Committees (drafting of minutes, resolutions and minutes progress reports), compiling of bid packs for Bid Committees, compiling of bid documents, publishing of tender invitations etc. Manage information in respect capturing of bids information and save as per department file plan, administering and updating the bid register, filing of tender documents files and supporting documents etc. Provide general administrative and logistical support to the business unit during Bid Committee meetings. Arrange and attend briefing sessions etc. Communication with stakeholders, clients, management & colleagues: Written, and Verbal.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: BAO"
- POST 37/19** : **SERVER ADMINISTRATOR "REF NO: SERVER ADMIN"**
- SALARY** : R308 154 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12. National Diploma /Bachelors Degree (NQF 7) in Computer Science, Information Technology, Communication Networks or related/ equivalent as recognised by SAQA. 1 year relevant experience in Server/ Network Administration services environment. Experience with firewalls, and Internet VPN's remote implementation. Knowledge of best practices around management, control, and monitoring of server infrastructure. Be familiar with backup and recovery software and methodologies. Knowledge of Hyper-V, Microsoft SharePoint, Microsoft Exchange Server, Microsoft SQL Server, Microsoft Lync Server.
- DUTIES** : Provide efficient and effective server administration service inclusive of but not limited to: Installation and integration of new server hardware and applications; Updating all patches of servers. Troubleshoot application issues. Conduct backup and disaster recovery duties. Server security. Server Virtualization. Active Directory & user management. Storage management. Monitoring and tuning server performance. Communicate and share information with all relevant role-players and structures not limited to: Drafting general correspondence such as response letters, emails, status reports, presentations, memos, and submissions; Advising on procedural and technical related matters to ensure compliance with ICT policies and procedures.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: SERVER ADMIN".
- POST 37/20** : **ADMINISTRATOR "REF NO: ADMIN" (X2 POSTS)**
- SALARY** : R255 450 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF level 6 (Diploma/Advanced Certificate) in Office Management or equivalent as recognised by SAQA. 1 – 2 Years administrative experience in the public / private sector environment would be an advantage: Computer Literacy (MS Office Packages and Microsoft Teams). Have Competencies: Communication (Written and Verbal), Organisational and time management skills, Negotiating and Listening Skills, Presentation and Professionalism Skills and Financial Management.
- DUTIES** : Provide a meeting support service to the unit which includes but is not limited to: annual meeting schedules, Invitations, Attendance Register, etc, Venue arrangements (includes refreshments), Drafting and circulating Agenda items

etc. Provide an administrative support service to the department in respect of managing document flow (includes Incoming and Outgoing registers, document tracking, etc), receiving telephonic calls, messages, visitors and direct to relevant role players and providing relevant information as required and operating office equipment such as fax machines and photocopiers. Provide logistical support and financial support services to the unit inclusive of but limited to: procurement of goods and services (includes venue and catering for meetings, workshops and strategic planning sessions), managing petty cash, travel Arrangements, ordering stationery, submitting monthly budget inputs and expenditure statements as per PFMA requirements for the unit). Consolidate weekly, monthly and quarterly reports for business units. Scan, copy and file documents in line with the Department's approved file plan and system (SharePoint). Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations.

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

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ADMIN".

POST 37/21 : **REGISTRY CLERK "REF NO: REG CLERK"**

SALARY CENTRE : R216 417 per annum
: Pretoria

REQUIREMENTS : Grade 12 Certificate. Knowledge of registry duties, understanding of the legislative framework governing the Public Service, storage and retrieval procedures. Training in Ms Packages and Records Management. Have competencies: Job Knowledge, Communication (Good verbal and written), Interpersonal relations, Planning and organisation and Teamwork.

DUTIES : Provide registry counter services, handle incoming and outgoing correspondence, render an effective filing and record management service, inclusive of but not limited to: Opening and closing of files according to record classification system, Filing/storing, tracing (electronically/manually) and retrieval of documents and files. Operate office machines: Open and maintain Franking machine register, keep daily record of number of letters franked and Process documents for archiving and/ disposal.

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

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: REG CLERK"

POST 37/22 : **DRIVER/ MESSENGER "REF NO: DRME"**

SALARY CENTRE : R183 279 per annum
: Pretoria

REQUIREMENTS : A Grade 10 Qualification or 7 – 12 months relevant experience. Knowledge of the city(ies) in which functions will be performed. Valid driver's licence. Have Competencies: Time Management, Geographic Knowledge (in area where functions are performed), Customer Service, and Reliability.

DUTIES : Provide driving/messenger services. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage, fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Handle routine and ad-hoc administrative tasks relevant to the execution of the function, i.e. collect office consumables. Collect, distribute and control movement of documents. Ensure proper and secure control over movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Coordinate and liaise with Facilities Management to ensure that

- minor/major vehicle maintenance are carried out. Distribution and collection of cabinet memoranda.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: DRME".
- POST 37/23** : **FOOD SERVICE AID "REF NO: FSA" (X2 POSTS)**
- SALARY** : R131 265 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF level 1 or 2 (Abet level 2 certificate or equivalent). Have proven skills and competencies: Ability to read and write, Basic food preparation knowledge, Basic Hygiene principles, Ability to operate food service equipment and Interpersonal skills.
- DUTIES** : Clean and keep stock of kitchen utensils and equipment. Provide catering support services inclusive of but not limited to: Preparing food, snack and beverages (water, hot and cold beverages), confirm/update boardroom bookings, serving food and beverages, responsible for food supplies and report waste and losses and maintaining quality control measures of all food provided. Apply hygiene, safety measures, responsible for cleaning materials and supplies and removal of garbage disposal.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: FSA".

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. E-mail applications must be send to the following email address: eRecruit.DG@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 25 October 2024
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatiwane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 37/24** : **DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: P1/A/2024**
(Five-year fixed term contract)
- SALARY** : R2 259 984 per annum, plus a 10% non-pensionable HoD allowance. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement, sign an employment

contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.

**CENTRE
REQUIREMENTS**

: Pretoria, HSRC Building
: A post graduate qualification at NQF level 8 as recognised by SAQA in Public Administration, Social Sciences or Public Management plus 10 years of experience at a senior managerial level. Knowledge of Constitution of South Africa; employment related legislations; Public Service legislative framework and regulations; PFMA and Treasury Regulations and Public Administration. Knowledge and understanding of Policy Development. Knowledge of Social Assistance bills, policies, acts, frameworks and legislations; National Development Plan; Protection of Personal Information Act (POPIA); Promotion of Access to Information Act (PAIA); v) of government prescripts and policies; social welfare related legislation, framework, acts, policies and guidelines and King IV Report for Corporate Governance. Knowledge and understanding in the planning, monitoring implementation, compliance and reporting processes. Knowledge of community development related legislative frameworks, acts, policies and guidelines. Competencies: Strategic capability and leadership. Financial Management. Change management. Programme and project management. People management and empowerment. Knowledge management. Service delivery innovation. Problem-solving and analysis. Communication. Negotiation. Executive management. Attributes: Motivational. Influential. Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community. Ability to account and work in an ethical conduct.

DUTIES

: Provide strategic leadership and accountability in the implementation of programmes towards achieving its constitutional, legislative and policy mandate. Provide leadership for the effective and efficient management and administration of the department. Provide leadership on inter and intra-government relations for effective coordination. Provide administrative support to the Executive Authority in performing oversight functions on the work entities and regulatory bodies. Serve as a main point of communication between the Executive Authority and the department.

ENQUIRIES

: Mr D Chinappan Tel No: (012) 312-7504

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.

CLOSING DATE : 25 October 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 fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

POST 37/25 : **DEPUTY DIRECTOR: POLICY REF NO: 2024/19**

SALARY : R849 702 per annum (Level 11), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree or equivalent qualification in Law at NQF level 7 plus 3-5 years' experience in legislation implementation, coordination and monitoring, providing secretariat or technical support to any statutory structure. A valid driver's licence. Knowledge and experience of legislation drafting, interpretation and implementation will serve as an added advantage. Generic competency: Programme and Project Management; Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication, Communication (Verbal and written). Technical competencies: Legislation interpretation; Secretariat of Statutory structures; Coordination and monitoring skills; Legislation and/or Policy implementation.

DUTIES : The successful candidate will perform the following duties: Interpret and implement the provisions of traditional affairs sector legislation (administered by the COGTA Ministry). Develop plans for implementation of traditional affairs legislation. Monitor implementation of and compliance with the provisions of traditional affairs legislation by role players. Coordinate role players on the implementation of and compliance with traditional affairs legislation. Provide secretariat, administrative and legislation interpretation and implementation technical support to the National Initiation Oversight Committee (NIOC).

ENQUIRIES : Dr S Singh Tel No: (012) 334 5857

APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email to DTARecruit2024.19@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 25 October 2024

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

OTHER POSTS

POST 37/26 : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: 251024/01**
(Three (3) Year Contract)

SALARY : Compensation will be in accordance with rates as determined by the National Treasury Schedules in this regard is issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in accordance with the National Treasury guidelines.

CENTRE : National Head Office: Pretoria

REQUIREMENTS : 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. eight (8) to ten (10) years of experience gained at a Senior Managerial level within Strategic/Risk Management and/or an Auditing/Financial, Anticorruption environment, preferably in the Public Service, but not a political office bearer. Experience serving in the Risk Management Committee and/or Audit Committee. Preference will be given to applicants who are serving as professionals. Applicants may not be in the employment of the Department of Water and Sanitation and must have no business or personal relationship with the Department. Extensive knowledge and experience in relevant regulations and prescripts, including the PFMA, Treasury Regulations, ISO 31000, ISO 27001 (Information Security Management System), Occupational Health and Safety, Compliance Management, Disaster Management, Business Continuity Management, Part 6.6 of the King IV report on Corporate Governance, the

- Committee of Sponsoring Organisations (COSO) Public Sector Risk Management Framework and Public Service Regulations. Must have previously served on a Risk Management/Audit Committee. Experience in Risk Management, Financial Management, Information Technology, Anti-Corruption, and Auditing in the Public or Private Sector.
- DUTIES** :
- Conduct risk management committee activities in accordance with the Public Sector Risk Management Framework, PFMA, Risk Management Committee Charter, and King IV Report on Corporate Governance. Provide an oversight role on the review and monitoring implementation of the risk management framework, policy, charter, and strategy within the Department. (Head Office, Regional Offices and Clusters). Assist the Accounting Officer in the effective execution of his/her Responsibilities. Evaluate the extent and effectiveness of integration of risk management within the Department. Assess the implementation of the risk management policy and strategy (including the implementation plan). Evaluate the effectiveness of the risk mitigation strategies and milestones implemented to address the material risks of the Department. Review the material findings and recommendations by assurance providers on the system of risk management and monitor the implementation of such recommendations. Interact with the Audit Committee to share the information relating to the state of risk management activities and material risks of the Department. Provide timely, accurate, and useful reports to the Accounting Officer on the state of risk management together with accompanying recommendations to address any deficiencies identified by the Committee. Interact with the Department Management regarding the mitigation strategies implemented to address the material risks of the Department. Assist in providing advice/guidance on setting and reviewing the risk appetite, tolerance levels, and anti-Corruption measures. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter. Assist in guiding the integration of risk management into planning, monitoring, and reporting processes with Head Office and Regional Offices. Provide inputs on the 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. Exercise oversight on the Combined Assurance planning and reporting. Set an agenda for each meeting in collaboration with the executive secretariat. Take all reasonable steps to encourage the participation of all committee members in the Committee meetings and facilitate free and constructive discussion and regularly maintaining a good relationship with the secretariat to ensure the timeous finalization of Committee logistics and any other requests and commitments.
- ENQUIRIES APPLICATIONS** :
- Ms. R Tema Tel No: (012) 336 8759
- Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit37HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** :
- Recruitment and Selection Unit
- POST 37/27** :
- RISK MANAGEMENT COMMITTEE MEMBER REF NO: 251024/02**
(Three (3) Year Contract)
- SALARY** :
- Compensation will be in accordance with rates as determined by the National Treasury Schedules in this regard is issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in accordance with the National Treasury guidelines.
- CENTRE REQUIREMENTS** :
- National Head Office: Pretoria
- 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-Corruption environment, preferably in the Public Service, but not a political office bearer. Previous experience of serving in the Risk Management Committee and/or Audit Committee. Preference will be given to applicants who are serving as professionals. Applicants may not be in the employment of the Department of Water and Sanitation and must have no business or personal relationship with the Department. Extensive knowledge and experience in relevant regulations and prescripts, including the PFMA, Treasury Regulations, ISO 31000, ISO 27001 (Information Security Management System), Occupational Health and

Safety, Compliance Management, Disaster Management, Business Continuity Management, Part 6.6 of the King IV report on Corporate Governance, the Committee of Sponsoring Organizations (COSO) Public Sector Risk Management Framework and Public Service Regulations. Must have previously served on a Risk Management/Audit Committee. Experience in Risk Management, Financial Management, Information Technology, Anti-Corruption and Auditing in the Public or Private Sector.

DUTIES

: Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, anti- corruption, compliance management and business continuity management. Assist the Chairperson of 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 an oversight role on the review and monitoring implementation of the risk management framework, policy, charter and strategy within the Department. (Head Office, Regional Offices and Clusters). Assist the Accounting Officer in the effective execution of his/her responsibilities. Evaluate the extent and effectiveness of integration of risk management within the Department. Assess implementation of the risk management policy and strategy. (including the implementation plan). Evaluate the effectiveness of the risk mitigation strategies and milestones implemented to address the material risks of the Department. Review the material findings and recommendations by assurance providers on the system of risk management and monitor the implementation of such recommendations. Interact with the Audit Committee to share the information relating to the state of risk management activities and material risks of the Department. Provide timely, accurate and useful reports to the Accounting Officer on the state of risk management, together with accompanying recommendations to address any deficiencies identified by the Committee. Interact with the Department Management with regard to the mitigation strategies implemented to address the material risks of the Department. Assist in providing advice/guidance on setting and reviewing of the risk appetite, tolerance levels, and anti-Corruption measures. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter. Assist in providing guidance on integration of risk management into planning, monitoring and reporting processes with Head Office and Regional Offices. Provide inputs on the 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. Exercise oversight on the Combined Assurance planning and reporting. Assist the Chairperson in setting an agenda for each meeting. Chair the meeting in the absence of the Chairperson. Take all reasonable steps to encourage participation of all committee members in the Committee meetings and facilitate free and constructive discussion and regularly maintaining a good relationship with the secretariat to ensure timeous finalisation of Committee logistics and any other requests and commitments.

**ENQUIRIES
APPLICATIONS**

: Ms. R Tema Tel No: (012) 336 8759
 : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit37HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION

: Recruitment and Selection Unit

POST 37/28

: **CERTIFICATED ENGINEER REF NO: 251024/03**
 Branch: Infrastructure Management: Southern Operations
 Dir: Operations Southern
 (This is a re-advertisement, applicants who have previously applied must re-apply)

**SALARY
CENTRE
REQUIREMENTS**

: R1 003 890 per annum (Level 12), (all-inclusive salary package)
 : Bellville
 : A National Diploma / B-Tech / Degree in Mechanical or Electrical Engineering fields plus Government Certificate of Competency (Factories). Three (3) years' experience in the application of General Machinery Regulations. The disclosure of a valid unexpired driver's license. Proven experience and skills in project management. Engineering design and analysis knowledge. Experience in computer-aided engineering applications. Knowledge of applicable legislation. Technical report writing skills. Proven skills to create high

- performance culture. Engineering and professional judgment. People management and negotiation skills.
- DUTIES** : Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safety equipment. Instruct remedial measures. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. Ensure cost-effective, safe operations.
- ENQUIRIES APPLICATIONS** : Mr. P Barry Tel No: (041) 508 9705
: Southern Operations: Please email your application quoting the relevant reference number on the subject line to: SORecruit37@dws.gov.za or hand deliver at the Department of Water and Sanitation 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road ,Walmer, Port Elizabeth/Gqeberha, or post to: P.O Box 5501, Walmer, Port Elizabeth, 6065.
- FOR ATTENTION** : Mr MN Jonkerman
- POST 37/29** : **CERTIFICATED ENGINEER REF NO: 251024/04**
Branch: Infrastructure Management: Eastern Operations
Dir: Operations Eastern
(This is a re-advertisement, applicants who have previously applied must re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (Level 12), (all-inclusive salary package)
: Tugela Vaal
: A National Diploma / B-Tech / Degree in Mechanical or Electrical Engineering fields plus Government Certificate of Competency (Factories). Three (3) years' experience in the application of General Machinery Regulations. The disclosure of a valid unexpired driver's license. Proven experience and skills in project management. Engineering design and analysis knowledge. Experienced in computer-aided engineering applications. Knowledge of applicable legislation. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills.
- DUTIES** : Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safety equipment. Instruct remedial measures. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. Ensure cost-effective, safe operations.
- ENQUIRIES APPLICATIONS** : Mr T Mkhize Tel No: (033) 239 1900
: Eastern Operations (Midmar Howick): Please email your application quoting the relevant reference number on the subject line to: Recruitmidmar@dws.gov.za or hand deliver to R103 Prospect Road, Howick or post your to: Private Bag X1652, Bergville, 3350.
- FOR ATTENTION** : Mr M Mncwabe
- POST 37/30** : **CONTROL ENGINEERING TECHNICIAN GRADE A: MECHANICAL REF NO: 251024/05**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern
- SALARY CENTRE** : R552 741 per annum, (OSD)
: Tzaneen Area Office

- REQUIREMENTS** : A National Diploma in Mechanical Engineering. Six (6) years post qualification mechanical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired drivers licence. Project Management. knowledge of technical design and analysis. Advanced experience in budgeting expenditure control, revenue and supply chain management. Advanced experience in people management and general administration. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Problem Solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Communication skills, computer Skills, Planning and organizing skills, people management skills.
- DUTIES** : Manage technical services and support in conjunction with engineers, technologists and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance of databases. Manage, supervise and control technical and related personnel and assets. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section. Liaise with relevant bodies/councils on engineering related matters.
- ENQUIRIES** : Mr KS Thantsha Tel No: (015) 307 8600
- APPLICATIONS** : Tzaneen Area Office: Please email your application quoting the relevant reference number on the subject line to: NOPSReruitTZN@dws.gov.za or hand deliver to: Department of Water and Sanitation, Voortrekker Street, Tzaneen Area office; or post to :The Area Manager, Tzaneen Area Office, Private Bag X4012, Tzaneen, 0850.
- FOR ATTENTION** : HR Section
- POST 37/31** : **CONTROL ENGINEERING TECHNICIAN GRADE A: ELECTRICAL REF NO: 251024/06**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern
- SALARY** : R552 741 per annum, (OSD)
- CENTRE** : Tzaneen Area Office
- REQUIREMENTS** : A National Diploma in Electrical Engineering. Six (6) years post qualification electrical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Project Management. Knowledge of technical design and analysis. Advanced experience in budgeting expenditure control, revenue and supply chain management. Advanced experience in people management and general administration. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Problem Solving and analysis. Decision making. Teamwork. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer Skills. Planning and organizing. People Management.
- DUTIES** : Manage technical services and support in conjunction with Engineers, Technologist and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related

functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section. Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr KS Thantsha Tel No: (015) 307 8600
APPLICATIONS : Tzaneen Area Office: Please email your application quoting the relevant reference number on the subject line to: NOPSRecruitTZN@dws.gov.za or hand deliver to: Department of Water and Sanitation, Voortrekker Street, Tzaneen Area office; or post to :The Area Manager, Tzaneen Area Office, Private Bag X4012, Tzaneen, 0850.

FOR ATTENTION : HR Section

POST 37/32 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A –C: CIVIL REF NO: 251024/07**
 Branch: Infrastructure Management: Northern Operation
 Dir: Operations Northern

SALARY : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Tzaneen Area Office
REQUIREMENTS : A National Diploma in Civil Engineering. Three (3) years post qualification civil engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Knowledge of technical design and analyses of dams and canals. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk. Knowledge of the water sector and relevant legislation (including but not limited to Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing, networking, and professional judgement. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES : Render technical services and support. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the Area Offices and Scheme Offices. Assist Control Engineering Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Civil Maintenance Inspections. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance/refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals together with verifying and certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to

enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases. Supervise technical personnel and control strategic infrastructure.

ENQUIRIES APPLICATIONS : Mr KS Thantsha Tel No: (015) 307 8600
: Tzaneen Area Office: Please email your application quoting the relevant reference number on the subject line to: NOPSRecruitTZN@dws.gov.za or hand deliver to: Department of Water and Sanitation, Voortrekker Street, Tzaneen Area office; or post to :The Area Manager, Tzaneen Area Office, Private Bag X4012, Tzaneen, 0850.

FOR ATTENTION : HR Section

POST 37/33 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C: MECHANICAL REF NO: 251024/08**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R371 253 – R556 080 per annum, (OSD), (offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Tzaneen Area office
: A National Diploma in Mechanical Engineering. Three (3) years post qualification Mechanical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Sound knowledge of maintenance and refurbishment of major mechanical and electrical water installations. Project management. Good written and verbal communication skills. Computer literacy preferably in MS excel, MS Word and MS. Knowledge and experience with maintenance management and management software systems. Good leadership qualities. Sound knowledge in relation to Human Resource Management and departmental administration and procurement policies and procedures. Knowledge of the Occupational Health and Safety Act. Willingness to travel extensively and work extended hours when required. Ability to identify and resolve complex engineering problems. Practical experience within high risk production environments. Sound knowledge and experience in maintenance, refurbishment and repairs of dam related equipment such as sleeve, butterfly, gate and spherical valves; radial and flap gates, overhead and portal cranes. Knowledge and experience of corrosion protection of continuously submerged items.

DUTIES : Assist with the identification, planning, budgeting, implementation, project management and control the maintenance and refurbishment projects of major mechanical and electrical water industry related installations. Continuous monitoring and updating of maintenance software systems. Perform regular inspections and submit written reports. Identify needs and compile specifications to maintain and improve plant performance according to industry best practices. Assist with asset management related duties, updating of asset register. Assist with administrative and procurement functions related to maintenance and refurbishment. Control occupational health and safety in the working environment. Provide in-service training. Execute administrative functions.

ENQUIRIES APPLICATIONS : Mr KS Thantsha Tel No: (015) 307 8600
: Tzaneen Area Office: Please email your application quoting the relevant reference number on the subject line to: NOPSRecruitTZN@dws.gov.za or hand deliver to: Department of Water and Sanitation, Voortrekker Street, Tzaneen Area office; or post to: The Area Manager, Tzaneen Area Office, Private Bag X4012, Tzaneen, 0850.

FOR ATTENTION : HR Section

POST 37/34 : **ARTISAN FOREMAN GRADE A: ELECTRICAL REF NO: 251024/09**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R362 130 per annum, (OSD)

CENTRE REQUIREMENTS : Tzaneen Area Office
: An Electrical trade test certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired drivers license. Technical writing. Communication and computer skills. The applicant must be to read and interpret manufacturing drawings. Knowledge and experience regarding compliance to the Occupational Health and Safety Act in the workshop and -

site environments are essential. Experience in heavy current (11kV) equipment such as switchgear, variable speed motors and control circuits of large pump stations (20 00kVa) involving PLC's, etc.

DUTIES : Manage electrical infrastructure and ensure compliance to prescribed standards to ensure safe and serviceable infrastructure (motors, switchgear, pumps, valves/sluices controls, drives, cranes, and PLC systems). Planned maintenance, scheduled and unscheduled repairs and refurbishment projects on Government Water Schemes. Manufacture items from own planning from design drawings. Liaise with Supply Chain Management in obtaining quotations from suppliers and ensure product compliance to specification, regulations, and standards. Accept appointment as a section2 (1) responsible person for electrical equipment. Evaluate and identify staff training needs and assist with training facilitation process. Manage and evaluate staff performance on an ongoing basis. Work requires travelling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

ENQUIRIES : Mr KS Thantsha Tel No: (015) 307 8600

APPLICATIONS : Tzaneen Area Office: Pease email your application quoting the relevant reference number on the subject line to: NOPSRecruitTZN@dws.gov.za or hand deliver to: Department of Water and Sanitation, Voortrekker Street, Tzaneen Area office; or post to: The Area Manager, Tzaneen Area Office, Private Bag X4012, Tzaneen, 0850.

FOR ATTENTION : HR Section

POST 37/35 : **ARTISAN FOREMAN GRADE A: MECHANICAL REF NO: 251024/10**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R362 130 per annum, (OSD)

CENTRE : Tzaneen Area Office

REQUIREMENTS : A Mechanical trade test certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired drivers license. Planning, organising and analytical skills. Technical report writing skills. Knowledge of Occupational Health and Safety Act. Ability to work independently as well as in a team. Computer literacy. Good communication skills and ability to work long hours and perform well under pressure. Technical analysis and problem-solving skills. Willingness to travel. Candidates may be required to complete a practical and theoretical test.

DUTIES : Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Maintenance of Yellow Fleet equipment and trucks. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr KS Thantsha Tel No: (015) 307 8600

APPLICATIONS : Tzaneen Area Office: Pease email your application quoting the relevant reference number on the subject line to: NOPSRecruitTZN@dws.gov.za or hand deliver to: Department of Water and Sanitation, Voortrekker Street, Tzaneen Area office; or post to: The Area Manager, Tzaneen Area Office, Private Bag X4012, Tzaneen, 0850.

FOR ATTENTION : HR Section

POST 37/36 : **ENVIRONMENTAL OFFICER: PRODUCTION GRADE A-C: (WATER SERVICES REGULATION) REF NO: 251024/11**
Branch: Provincial Operations: Free State
Dir: Regulation Compliance and Enforcement

SALARY : R325 915 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Bloemfontein

REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. Experience in water services management or regulation will be an added advantage. The disclosure of a valid unexpired driver's license. Computer skills (MS Office). Good presentation and communication skills. An understanding of

water resources and water services, related legislation such as the National Water Act 1998, Water Services Act 1997, etc. An understanding of the National Blue, Green and No Drop Programs as well as Institutional Performance Assessment Program (IPAP). Willingness to travel and work extensive hours.

DUTIES

: Perform detailed inspections of water supply systems and wastewater collector systems and compilation of detailed inspection reports. Investigate drinking water quality failures and issuing relevant non-compliances and initiating of emergency management protocol when necessary. Investigate and compile detailed reports of sewer spillage and pollution incidents. Conduct routine water monitoring of drinking water and wastewater effluent quality and issue non-compliance letters for rectification. Monitoring loading of water services data by WSIs in the Integrated Regulatory Information System (IRIS). Assist with compilation presentations for catchment management forums and DWS management. Support the implementation of the Blue, Green and No Drop Programs within water services institutions. Support implementation of the Institutional Performance Assessment Program (IPAP). Monitor, assess and monitor implementation of submitted corrective action plans for the Blue Drop, Green Drop, No Drop and IPAP. Evaluate and provide comments on Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans for infrastructure developments projects (e.g. housing developments, shopping complexes, etc.)

ENQUIRIES

APPLICATIONS

: Ms D Kabini Tel No: (051) 405 9000
: Free State (Bloemfontein): Please email your application quoting the relevant reference number on the subject line to: EOFSWSR@dws.gov.za or hand deliver to the Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor; or post to Private Bag 528, Bloemfontein, 9301.

FOR ATTENTION

: Ms B Seecos

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

Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupational categories in the department.

OTHER POSTS

<u>POST 37/37</u>	:	<u>HEAD CLINICAL UNIT (OBSTETRICS AND GYNAECOLOGY) REF NO: ADD/OBS&GYNAE01/2024</u>
<u>SALARY</u>	:	Grade 1: R1 976 070 – R2 097 327 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Addington Hospital National Senior Certificate/ Grade 12/ Matric, An appropriate qualification in the Health Science (MChB), Plus appropriate qualification that allows for registration with the Health Professional Council of South Africa as a specialist in Obstetrics and Gynaecology. Certificate of registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in a normal speciality or a recognised sub-speciality (Obstetrics and Gynaecology), Current (2024) registration as a Medical Specialist with HPCSA, a minimum of five (5) years appropriate experience as a Medical Specialist in a normal speciality or a recognised sub-speciality (Obstetrics and Gynaecology). Knowledge, skills, training and competencies: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Problem solving skills. Concern of excellence.
<u>DUTIES</u>	:	Assist senior medical manager for the rendering quality service of Obstetrics and Gynaecology department. Manage and supervise the Obstetrics and Gynaecology department. Supervise and participate in both undergraduate and post-graduate trainings. Reduce numbers of patient safety incidents in the department. Maintain clinical, professional and ethical conduct. Administrative responsibility. Provide and supervise effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. To conduct quality improvement and clinical programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. A. Aron Tel No: (031) 327 2570 All applications must be posted to: Human Resource Manager, Addington Hospital, PO Box 977, Durban, 4000 or hand deliver/ courier to Human Manager, Addington Hospital. 16 Erskine Terrace, South Beach, Durban, 4001 or email to: sipho.mdleko@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Mr. S. Mdleko The following documents must be submitted: Application for Employment Form Z83), which is obtainable at any Government Department or from the website: www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Curriculum Vitae. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. ref ADD/01/2024. It is the applicant's responsibility who have the foreign qualification, which is the requirement of the post, evaluated by the South Africa Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. NB: Failure to comply with the above instructions will result in disqualification of the applicant. Please note that due to the large number of applications received, applications will not be acknowledged, should you have not received a response within 60 days please consider yourself unsuccessful. People with disability should feel free to apply. Please note that due to financial constrains no S & T and resettlement claims will not be considered for payment to candidates that are invited for the

interview. Please note that the successful applicant will be subjected to the following verifications: Criminal records checks, Citizen Verification, Financial / asset record checks. Qualification and registration certificate/study verification and, CIPC verification.

CLOSING DATE

: 25 October 2024

POST 37/38

: **CHIEF EXECUTIVE OFFICER REF NO: G67/2024**

SALARY

: R1 003 890 per annum (Level 12), an all-inclusive MMS salary package

CENTRE

: Kwa Mashu Community Health Centre (District Health Services)

REQUIREMENTS

: A Degree/Advanced Diploma in a Health-related field, registration with relevant Professional Council; Plus, A Degree/Diploma in Health Management or a Degree/Advanced Diploma in a Management field. Plus At least 5 (five) years Management experience in the Health sector. Experience as a health service manager or significant experience in Management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Job Purpose: to plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a costeffective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES

: Mr J Mndebele Tel No: (033) 395 3274

APPLICATIONS

: All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or

**FOR ATTENTION
NOTE**

receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

: Mr. A Memela
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed 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. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE

: 25 October 2024

POST 37/39

: **OPERATIONAL NURSE MANAGER (SPECIALTY) NEONATAL REF NO: ADD/NEONAT01/2024**

SALARY

: Grade 1: R656 965 – R748 683 per annum. Other benefits: 13th Cheque, Medical Aid (Optional), Homeowner's Allowance (Employee must meet prescribed Requirements)

**CENTRE
REQUIREMENTS**

: Addington Hospital
: Senior Certificate/ Grade 12, Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Current registration receipt with SANC (2024). Degree/diploma Post Basic qualification in the relevant Specialty: Critical Care /Child Nursing Science/ Advanced Midwifery Science accredited by the South African Nursing Council. Registration certificate with SANC: post basic qualification in Critical Care Science/Child Nursing Science/ Advanced Midwifery Science. Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the Neonatal unit after obtaining the 1 year post basic diploma. Diploma in Nursing Administration/ Management will be an added advantage. Knowledge, skills, training and competence required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.

DUTIES

: Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost effective, efficient manner. Assist in planning, organising and Monitoring of objectives of the specialised unit. Manage all resources within

the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Complete EPMDS evaluation of staff within the unit and participate in monitoring the training needs of staff. Provide direct and indirect supervision of all staff within the unit and give guidance to staff. Ensure that equipment in the unit is adequate, checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

**ENQUIRIES
APPLICATIONS**

: Mrs. BN. Ndhlovu Tel No: (031) 327 2976
 : All applications must be posted to: Human Resource Manager, Addington Hospital, PO Box 977, Durban, 4000 or hand deliver/ courier to Human Manager, Addington Hospital. 16 Erskine Terrace, South Beach, Durban, 4001 or email to: sipho.mdleko@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Mr. S. Mdleko
 : The following documents must be submitted: Application for Employment Form Z83), which is obtainable at any Government Department or from the website: www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Curriculum Vitae. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. ref ADD/01/2024. It is the applicant's responsibility who have the foreign qualification, which is the requirement of the post, evaluated by the South Africa Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. NB: Failure to comply with the above instructions will result in disqualification of the applicant. Please note that due to the large number of applications received, applications will not be acknowledged, should you have not received a response within 60 days please consider yourself unsuccessful. People with disability should feel free to apply. Please note that due to financial constraints no S & T and resettlement claims will not be considered for payment to candidates that are invited for the interview. Please note that the successful applicant will be subjected to the following verifications: Criminal records checks, Citizen Verification, Financial / asset record checks. Qualification and registration certificate/study verification and, CIPC verification

CLOSING DATE

: 25 October 2024

POST 37/40

: **OPERATIONAL MANAGER GENERAL - SURGICAL REF NO: GJGM
20/2024 (X1 POST)**
 Component: Nursing Management Services

SALARY

: R520 560 per annum. Other Benefits: 8% Inhospital Allowance, 13th cheque, medical Aid (Optional) and Housing allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
 : Matric/Senior Certificate (Grade 12) or equivalent qualification. Degree / Diploma in General Nursing Science & Midwifery. Current registration with the South African Nursing Council as a Professional Nurse & Midwife. Current registration with SANC (2024 receipt). Minimum of Seven (7) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies: Knowledge and insight into nursing processes and procedures. Knowledge of Public Service Acts, Regulations, Prescripts and Policies. Knowledge of SANC Rules & Regulations. Knowledge of the Code of Conduct for public service employees. Decision making and problem solving

skills. Skills is organizing, planning and supervising. Knowledge of the Batho Pele Principles and the Patients' Rights Charter. Knowledge of National Core standards. Ability to supervise, teach and manage staff. An understanding of the challenges facing the Public Health Sector. Ability to provide monitoring & coaching to his/her supervisees.

DUTIES

: Provide effective and professional leadership ensuring that the unit is organized to provide quality patient care. Monitor the implementation of Nursing process and develop quality improvement programs. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Participate in planning, organizing and monitoring of objectives of the unit in line with strategic & operational plan of the institution. Participate in the development, analysis and implementation of policies, guidelines and SOP's. Manage and monitor human and material resources effectively & efficiently. Ensure compliance to professionalism and ethical practices. Maintain constructive working relationships with the nursing component & other stakeholders. Promote health & wellness programs to increase productivity. Promote cost effective utilization of resources according to relevant legislation. Provide a safe therapeutic environment as laid down by the Nursing Act, Operational Health & Safety Act and all other applicable prescripts. Formulate training programmes for in-service staff & students and participate in the training and development. Deal with grievances and staff discipline in terms of laid out policies and procedures. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Work as part of a multidisciplinary team. Ensure compliance to Norms & Standards, Ideal Hospital Realisation Programme, and Infection Prevention & Control. Participate in Quality Assurance Programmes, identify gaps and formulate quality improvement plans to improve the quality of patient care. Ensure data is collected, verified and timeously submitted to FIO. Perform hospital supervision duties after hours, public holidays and weekends.

**ENQUIRIES
APPLICATIONS**

: Matron LV Hadebe (Assistant Nurse Manager) Tel No: (032) 437 6136
: 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 Email: 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 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, and 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 : 31 October 2024

POST 37/41 : **RADIOGRAPHER: ULTRASOUND: GRADE 1 REF NO: HRM 27/2024**

SALARY : Grade 1: R465 645 – R530 343 per annum
Grade 2: R545 262 – R623 229 per annum
Grade 3: R641 436 – R689 430 per annum

CENTRE : Victoria Mxenge Hospital

REQUIREMENTS : Matric/ Senior Certificate or equivalent qualification PLUS National Diploma or Bachelor's degree in Ultrasound, Registration with HPCSA as a Ultrasound Radiographer (Independent Practice) Recommendation: Computer Literacy, Sound knowledge of safety/protection regulations, Experience in performing high risk Obstetric and anomaly scans, Paediatric scans as well as reporting on difficult pathology Knowledge, Skills, Training And Competencies Required: Sound knowledge of ultrasound procedures and equipment use also trouble shooting, Excellent knowledge of high risk obstetrics and gynaecology, general ultrasound and small parts protocols, Sound report writing and administrative skills, Knowledge of Relevant Health and Safety Acts and Infection Control measures, Good communication, interpersonal relations and problem solving skills, Good interpersonal relationships, Clinical competency procedures, Knowledge of Quality Assurance procedures and methods, Basic supervisory skills.

DUTIES : Participate in institutional ultrasound policy making and planning for service delivery, Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: Gynaecological scans with complicated pathology, Paediatric and detailed Obstetric anomaly scans, Promote Batho Pele in execution of all duties for effective service delivery, Inspect and use equipment professionally to ensure that they comply with safety standards, Ensure the implementation of quality assurance and improvement programs, Develop protocols to ensure that ultrasound services comply with HPCSA legislation, Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment, Provide assistance, supervision and training to junior staff and students, Promote team work in the department, Provide professional advice on ultrasound related matters, Promote good health practices and ensure optimal care of the patient, Execute all clinical procedures competently to prevent complications, Participate in quality improvement programs, standard operating procedures, in-service training and National Core Standards, Perform general administrative duties as required.

ENQUIRIES : Mrs. N.N Dlamini Tel No: (031) 360 3410

APPLICATIONS : Please forward emailed applications to and kingedwardhospital.HRJobapplication@kznhealth.gov.za Hand Delivered applications should be posted into The Red Box, next to the Atm in the Admin. Building

FOR ATTENTION : Mrs. N.J Garib (HR Department)

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. NB: This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying

CLOSING DATE : 25 October 2024

POST 37/42 : **PROFESSIONAL NURSE, SPECIALTY GRADE 1 OR 2 (OPHTHALMOLOGY) REF NO: MGMH06/2024 (X1 POST)**

SALARY : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
Benefits: 13th Cheque, Medical Aid (Optional), GEHS (Conditions apply)

CENTRE REQUIREMENTS : Mahatma Gandhi Memorial Hospital
: Matric (Grade 12) certificate. Basic R425 qualification i.e. Degree or Diploma in nursing qualification that allows registration with SANC as a Professional Nurse plus. A post basic nursing qualification (Ophthalmology) with a duration of at least 1 year accredited with the SANC. Current registration with SANC as a General Nurse. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. A post basic nursing qualification (Ophthalmology) with a duration of at least 1 year accredited with the SANC in the speciality referred above. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Ophthalmic Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care especially Ophthalmic Nursing, processes and procedures. Basic knowledge of Public service regulations Disciplinary code human resources policies, hospital generic and specific policies. Leadership and supervisory skills. Team building and cross cultural awareness. Good communication and interpersonal skills Able to function independently. Knowledge and understanding of Nursing legislation, nursing care processes and procedures and other relevant legal frameworks such as Occupational Health and Safety Act. Health Act and Labour Relations Act.

DUTIES : Provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Assist in planning/organising and monitoring of the objective of the specialised unit in consultation with subordinates. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patient's rights principles. Provide safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patient's records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Finance and material. Implementation and management of infection control and prevention protocols. Maintain clinical, professional and ethical standards. Assist with performance review i.e. EPMDS.

ENQUIRIES APPLICATIONS : Mr G.T.D. Mthethwa 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 emailed to sakhile.gwala@kznhealth.gov.za

FOR ATTENTION NOTE : Mr 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 webside-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. MGMH07/2024. Faxed / emailed applications will not be considered. 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** : 01 November 2024
- POST 37/43** : **PROFESSIONAL NURSE, SPECIALTY GRADE 1 OR 2 ICU/PAEDIATRICS/ADM) FOR NEONATAL NURSERY REF NO: MGMH07/2024 (X2 POSTS)**
- SALARY** : Grade1: R451 533 – R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
Benefits: 13th Cheque, Medical Aid (Optional), GEHS (Conditions apply)
- CENTRE** : Mahatma Gandhi Memorial Hospital
- REQUIREMENTS** : Matric (Grade 12) certificate. Basic R425 qualification i.e. Degree or Diploma in nursing qualification that allows registration with SANC as Professional Nurse plus, A post basic nursing qualification (Child nursing Science / Advanced midwifery/ Critical care) with duration of 1 year. Current registration with SANC as a General Nurse and Midwife (2024). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. A post basic nursing qualification (Child nursing Science / Advanced midwifery/ Critical care) with a duration of at least 1 year accredited with the SANC in the speciality referred above. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining 1 year post basic qualification in (Child nursing Science / Advanced midwifery/ Critical care) Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care and processes and procedures. Basic knowledge of Public service regulations. Disciplinary code human resources policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the paediatrics specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources.
- ENQUIRIES** : Mr G.T.D. Mthethwa Tel No: (031) 502 1719
- APPLICATIONS** : 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 emailed to sakhile.gwala@kznhealth.gov.za
- FOR ATTENTION** : Mr S. Gwala
- NOTE** : 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. MGMH07/2024. Faxed / emailed applications will not be considered. 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** : 01 November 2024
- POST 37/44** : **CLINICAL NURSE PRACTITIONER GRADE 1, 2 (PHC) GATEWAY CLINIC MAHATMA GANDHI REF NO: MGMH08/2024 (X1 POST)**
- SALARY** : Grade1: R451 533 – R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
Benefits: 13th Cheque, Medical Aid (Optional), GEHS (Conditions Apply)
- CENTRE** : Mahatma Gandhi Memorial Hospital
- REQUIREMENTS** : Matric (Grade 12) certificate. Registration with SANC as a Professional Nurse and Midwifery. A Basic Qualification in Clinical Nursing Science, Health assessment, Treatment and Care registered with SANC. Proof of current registered with SANC (2024) (Shortlisted candidates will submit proof of current registration and previous work experience endorsed by the Human Resources Manager or any Delegated person in the HR Component). **Grade 1:** A minimum of 4years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and one year post Basic Qualification in Post Basic Qualification in clinical nursing science, Health assessment, Health assessment, Treatment and Care Nursing. **Grade 2:** A minimum of fourteen (14) Years appropriate /recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate /recognizable experience after obtaining one year Post Basic Qualification in clinical nursing science, Health assessment, Treatment and Care Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Nursing legislation, nursing care processes and procedures and other relevant legal frameworks such as Occupational Health and Safety Act. Health Act and Labour Relations Act. Knowledge of the Patients Right Charter, Batho Pele Principles, National Core Standards and Ideal Clinic realization management. Possess basic understanding of Human Resource and financial policies and practices. Good communication skills, report writing skills, facilitation skills, co-ordination skills, liaison skills and problem solving skills. Good interpersonal and human relations. Knowledge of Public service act, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Team building and diversity Management skills. Sound knowledge of health programmes implemented at PHC level.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and with a professional/legal framework. Assist in planning /organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Assist and deputize the Operational Manager with overall management of staff and patients and other administrative issues. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multidisciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care. Ensure prompt clinical intervention to clients using prescribed updated National Guidelines and Protocols. Ensuring 90/90/90 strategy is implemented and set target achieved. Participate in all PHC activities aiming towards improvement of service delivery. Maintain professional growth/ethical standards and self – development. Maintain code of conduct for Public Service & Professional Body. Participate in the development and implementation of quality improvement plans in the unit. Maintain client satisfaction, through provision of innovate nursing care.
- ENQUIRIES** : Mr G.T.D. Mthethwa Tel No: (031) 502 1719

- APPLICATIONS** : 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 emailed to sakhile.gwala@kznhealth.gov.za
- FOR ATTENTION NOTE** : Mr 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. MGMH07/2024. Faxed applications will not be considered. 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** : 01 November 2024
- POST 37/45** : **PROFESSIONAL NURSE SPECIALTY – INTENSIVE CARE UNIT REF NO: GJGM 21/2024 (X2 POSTS)**
Component: Nursing Management Service
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
Other Benefits: 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that Allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current Registration with SANC (2024 receipt). A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse. **Grade 2:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current Registration with SANC (2024 receipt). 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 specific speciality after obtaining the one (1) year post-basic qualification in Maternity. 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. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.
- DUTIES** : 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. Plan management according to identified problems. Ensure accurate

record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the co-ordination and implementation of the National Care Standards, Ideal Hospital Programmes in ICU and the Institution for better quality patient care. Maintain competence in the execution of his/her duties, while managing a high standard of performance including for others. Provision of optimal, holistic specialised critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary. Participate in formulation, analysis, implementation and monitoring of the unit objectives, policies and procedures.

**ENQUIRIES
APPLICATIONS**

: Matron TH Mthembu (Assistant Nurse Manager) Tel No: (032) 437 6111
 : 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 Email: 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 which must be originally signed, initialed 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

: 31 October 2024

POST 37/46

: **PROFESSIONAL NURSE SPECIALTY – OPERATING THEATRE REF NO: GJGM 22/2024 (X2 POSTS)**
 Component: Nursing Management Services

SALARY

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

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
 : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic diploma in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC (2024 receipt). A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. Certificate of service endorsed by HR. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in

General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and midwifery. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills and Competencies: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES

: Execute professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of Health Standard Compliance (OHSC) and all other applicable prescripts. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Demonstrate effective communication with patients, supervisors, other health professionals including more complex report writing when required. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with Norms and Standards and Ideal hospital realization programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training. Assist and supervise in CSSD. Deputise in the absence of the Operational Manager.

**ENQUIRIES
APPLICATIONS**

: Matron LV Hadebe (Assistant Nurse Manager) Tel No: (032) 4376136
 : 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 Email: 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 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, and 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** : 31 October 2024
- POST 37/47** : **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 18/2024 (X2 POSTS)**
- SALARY** : Grade 1: R451 533 per annum, plus 12% rural allowance
Grade 2: R553 545 per annum, plus 12% rural allowance
Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Port Shepstone Regional Hospital (Paeds Ward)
: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Child Health Nursing Science A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, and midwifery of which 10 years must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in Child Health Nursing Science Minimum Education Requirements For The Post Grade 12 or Matric certificate. Diploma/Degree in General Nursing. Diploma in Midwifery Registration with SANC as General Nurse, midwifery and Child Health Nursing Science. SANC Receipt for 2024 and work experience/ certificate of service. Knowledge, Skills and Experience Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining to nursing care, computer skills in basic programmes. Knowledge of MNCWH programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, planning and organizational skills.
- DUTIES** : Implement neonatal and child health care programmes. Develop and implement quality assurance policies & operational plans. Implement standards, practice and indication for Neonatal and Child Health Care. Participate in child PPIP meetings. Manage effective utilization of all resources in the unit. Develop and implement strategies for Infection Control and Prevention for the unit. Exercise control over discipline and labour relations issues. Develop / establish and maintain constructive working relationship with nursing and other stake holders. Ensure that the unit complies with Regulated Norms and Standards. Support the Mother Baby Friendly initiative. Support and mentor student nurses. Identify high risk, manage or refer them according to hospital policy. Develop vision and mission and objectives for neonates and paediatrics. Develop, implement and review neonatal and paediatric policies/SOP. Demonstrate adequate knowledge of Covid-19 protocols. Attend meetings held in the institution/outside.
- ENQUIRIES APPLICATIONS** : Mrs MC Maqutu Tel No: (039) 688 6117
: Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies should be submitted by shortlisted candidates only)
- FOR ATTENTION NOTE** : Mr. Z.M Zulu
: NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from

the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

- CLOSING DATE** : 25 October 2024
- POST 37/48** : **PROFESSIONAL NURSE GRADE 1 OR 2: SPECIALTY REF NO: PSH 19/2024 (X2 POSTS)**
- SALARY** : Grade 1: R451 533 per annum, plus 12% rural allowance
Grade 2: R553 545 per annum, plus 12% rural allowance
Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Port Shepstone Regional Hospital – Critical Care
: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Critical care/Emergency & Trauma Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate /recognisable experience after obtaining the one (1) year post basic qualification in Critical care/Emergency & Trauma Nursing Science. Matric / Senior Certificate. Diploma/Degree in General Nursing, Midwifery Nursing Science. 1 year post basic qualification in Critical care/Emergency & Trauma Nursing Science. Current registration with SANC as General Nurse, Midwife/Accoucher and Critical care/Emergency & Trauma Nursing Science. SANC receipt 2024 and work experience/ certificate of service. Knowledge, Skills and Experience Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good communication skills verbal and written. Co-ordinate and liaison skills. Problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive quality nursing care. Provide direct and indirect supervision of all Nursing Staff / Housekeeping staff and to give them guidance and ensure continuity of patient care, Demonstrate effective communication patient and families with the multi – disciplinary team, other department within the hospital. Assist with allocation /change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. To assist with relief duties of supervision and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources. Liaise with professional nurse in charge in surgical high care / renal unit. Allocation of staff within the directorate on rotational basis. To ensure critically ill patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated / high care patient in ICU for close monitoring. Maintain professional growth / ethical standard and self – development.
- ENQUIRIES APPLICATIONS** : Mrs MC Maqutu Tel No: (039) 688 6117
: Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies should be submitted by shortlisted candidates only)
- FOR ATTENTION NOTE** : Mr. Z.M Zulu
: The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). NB: Please note that due to financial constraints, there will be no payment of S&T Claims to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit

		records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	25 October 2024
<u>POST 37/49</u>	:	<u>CLINICAL NURSE PRACTITIONER (SPECIALTY HAST) REF NO: MBO 11/2024</u>
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R686 211 per annum Other Benefits: Homeowner Allowance (prescribed requirements to be met), 13th Cheque, Rural Allowance 08% and medical aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane District Hospital Grade 1: Grade 12 certificate / Standard 10. Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse (2024). A minimum of Four (04) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC). Current and previous working experience endorsed and stamped by Human Resource (service certificate) only shortlisted candidates will submit certificate of service. Grade 2: Grade 12 certificate / Standard 10. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse (2024). A minimum of Fourteen (14) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC). At least Ten (10) years of the period referred above must be appropriate / recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care (PHC). Current and previous working experience endorsed and stamped by Human Resource (service certificate) only shortlisted candidates will submit certificate of service. Recommendation: Nimart Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Rights charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management.
<u>DUTIES</u>	:	Participate in the implementation of the nursing plan, clinical audits, QIP's and its implementation for quality care. Ensure that practice in nursing is in accordance with laws and regulations relevant to nursing and health care, provide therapeutic environment to staff, patients and public. Manage and monitor HR and Finance in all relevant clinical areas. Assist in preparation of ICRM and OHSC to maintain status and compliance. Ensure data collection and adherence to Data Management Principles. Assist in implementation of PHC re-engineering. Ensuring proper utilization resources and safe keeping of supplies. Monitor Infection Prevention and Control in the unit. Ensure increased accessibility of health services to all community members including staff. Instill discipline, professionalism and work ethics among employees. Deputize the Operational manager in charge of the unit. Ensure implementation of 95 95 95 target and monitoring of HAST indicators.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NM Mhlongo (Amn Medical and Surgical) Tel No: (035) 476 6242/ ext. 1011 All applications should be forwarded to: The Human Resources Manager, Private Bag X126, Mbongolwane Hospital, Kwa-Pett, 3820 or Hand Delivered to Mbongolwane Hospital, Mbongolwane Reserve, or E-mail to <u>MbongolwaneHospital.HRJobApplication@kznhealth.gov.za</u>
<u>FOR ATTENTION NOTE</u>	:	Acting HRM Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records,

qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that no faxed or late applications will be accepted and considered. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 25 October 2024
- POST 37/50** : **CLINICAL NURSE PRACTITIONER REF NO: MBO 13/2024 (X1 POST)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other Benefits: 13th cheque, homeowner allowance (employee must meet prescribed requirements), Medical Aid (optional)
- CENTRE REQUIREMENTS** : Ngudwini Clinic
: **Grade 1:** Grade 12 or Standard 10, Degree or Diploma in general nursing science and midwifery. Plus One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC. A minimum of 4 years appropriate or recognizable nursing experience as a general nurse. Current and previous work experience written by Supervisor. Certificate of service endorsed and stamped by HR Office. **Grade 2:** Grade 12 or Standard 10, Degree or Diploma in general nursing science and midwifery. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2024). A minimum of Fourteen (14) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC). At least Ten (10) years of the period referred above must be appropriate / recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care (PHC). Current and previous work experience written by supervisor. Certificate of service endorsed and stamped by HR Office. Knowledge, Skills and Competencies: Knowledge of all applicable legislation such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and patients rights charter, labour relations act, grievance procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
- DUTIES** : Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Be able to act as an Operational Manager in the absence of clinic manager at the facility. Assist in the management of resources. Ensure proper utilization of Human, material, and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.
- ENQUIRIES APPLICATIONS** : Mr VH Zikhali (PHC) Tel No: (035) 476 6242/ ext. 1005
: All applications should be forwarded to: The Human Resources Manager, Private Bag X126, Mbongolwane Hospital, Kwa-Pett, 3820 or Hand Delivered to Mbongolwane Hospital, Mbongolwane Reserve, or E-mail to **MbongolwaneHospital.HRJobApplication@kznhealth.gov.za**
- FOR ATTENTION NOTE** : Acting HRM
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83 - most recent one) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Therefore only shortlisted candidates will be

required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, or late applications will be accepted and considered. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 25 October 2024
- POST 37/51** : **CLINICAL NURSE PRACTITIONER REF NO: MBO 12/2024 (X1 POST)**
- SALARY** : R451 533 – R530 376 per annum
R553 545 – R686 211 per annum
Other Benefits: 13th cheque, housing allowance (employee must meet prescribed requirements): medical aid (optional)
- CENTRE REQUIREMENTS** : Osungulweni Clinic
Grade 1: Grade 12 or Standard 10, Degree or Diploma in general nursing science and midwifery. Current registration with SANC. A minimum of 4 years appropriate or recognizable nursing experience as a general nurse. Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC). Current and previous work experience written by supervisor. Certificate of service endorsed and stamped by HR Office. **Grade 2:** Grade 12 or Standard 10, Degree or Diploma in general nursing science and midwifery. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2024). A minimum of Fourteen (14) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC). At least Ten (10) years of the period referred above must be appropriate / recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care (PHC). Current and previous work experience written by supervisor. Certificate of service endorsed and stamped by HR Office. Knowledge, Skills and Competencies: Knowledge of all applicable legislation such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and patients rights charter, labour relations act, grievance procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
- DUTIES** : Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensure proper utilization of Human, material, and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Be able to act as an Operational Manager in the absence of clinic manager at the facility. Assist in the management of resources. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.
- ENQUIRIES APPLICATIONS** : Mr VH Zikhali (PHC) Tel No: (035) 476 6242/ ext. 1005
: All applications should be forwarded to: The Human Resources Manager, Private Bag X126, Mbongolwane Hospital, Kwa-Pett, 3820 or Hand Delivered to Mbongolwane Hospital, Mbongolwane Reserve, or E-mail to **MbongolwaneHospital.HRJobApplication@kznhealth.gov.za**

**FOR ATTENTION
NOTE**

: Acting HRM
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83 - most recent one) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, or late applications will be accepted and considered. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE

: 25 October 2024

POST 37/52

: **CLINICAL NURSE PRACTITIONER (PHC) REF NO: KCHC/LIND/02/2024
(X3 POSTS)**

SALARY

: Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Kwamashu CHC (Lindelani Clinic)
: Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Clinical Nursing Science (Health Assessment, Treatment and Care) – Primary Health Care. Current registration with SANC as a Professional Nurse (2024 SANC receipt). A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Only shortlisted candidates will submit proof of work experience (Certificate of service) endorsed by Human Resource department. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES

: Provision of an integrated quality and comprehensive primary health care, prevention of disease, curative and rehabilitative services to the clients and community. Maintain intersectional collaboration with other government structures. Provide PICT and adherence counselling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of communities. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing Management services e.g. assist with relief duties to nursing management.

Manage and monitor proper utilization of human, financial, physical and material resources. Ensure availability of medication, essential equipment and supplies and proper utilization thereof. Monitor and evaluate HR performance (EPMDS) for all relevant staff. Ensure data management is implemented and monitored.

**ENQUIRIES
APPLICATIONS**

: Ms O Magwaza Tel No: (031) 501 1777
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.

NOTE

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref. LRP/KCHC/15/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC 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 CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021) Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

: 25 October 2024

POST 37/53

: **PROFESSIONAL NURSE (HAST) REF NO: MBO 10/2024 (X1 POST)**
Component: Nursing

SALARY

: Grade 1: R307 473 – R362 187 per annum
Grade 2: R375 480 – R442 296 per annum
Grade 3: R451 533 – R578 826 per annum
Other Benefits homeowner allowance (prescribed requirements to be met), 13th cheque. rural allowance, 08% and Medical Aid (optional)

**CENTRE
REQUIREMENTS**

: Mbongolwane District Hospital
: Grade 12 certificate OR Equivalent. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse (2024). Current and previous experience endorsed and stamped by Human Resource (service certificate) only shortlisted candidates will submit certificate of service. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years appropriate/recognize experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 14 years appropriate/recognize experience in Nursing after registration as Professional Nurse with the SANC in General Nursing Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Nursing statutes and relevant legal framework. Good communication skills. Facilitation and coordination skills. Networking and problem solving skills. Information Management. Ability to formulate patient care related policies. Demonstrate understanding of Human Resource and Financial Management policies and procedures.

<u>DUTIES</u>	:	Provide comprehensive quality nursing care to patients/clients in a cost-effective and efficient manner. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Demonstrate compliance with Nursing Act and SANC regulations. Able to plan and organize own work and that of support personnel to ensure proper Nursing Care Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele and patients' rights charter). Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and professional prescripts/ legislation in the units. Participate in the analysis and formulation of nursing policies and procedures. Provide a safe therapeutic and hygiene environment. Work effectively and amicably with other employees/patients of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Implement plan of action in emergency situations according to protocols and guidelines. Conduct audits and implement quality improvement programme. Exercise control over discipline, grievances and Labour Relations issue according to the laid down. Assist in preparation of ICRM and OHSC to maintain status and compliance. Ensure data collection, verification and submission according to Data management policies and guidelines. Ensure implementation of 95 95 95 target and monitoring of Hast indicators
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NM Mhlongo (AMN Medical and Surgical) Tel No: (035) 476 6242/ ext. 1011
<u>FOR ATTENTION NOTE</u>	:	All applications should be forwarded to: The Human Resources Manager, Private Bag X126, Mbongolwane Hospital, Kwa-Pett, 3820 or Hand Delivered to Mbongolwane Hospital, Mbongolwane Reserve, or E-mail to <u>MbongolwaneHospital.HRJobApplication@kznhealth.gov.za</u> Acting Human Resource Manager
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. NB: Please note that local candidates will be first preference.
<u>CLOSING DATE</u>	:	25 October 2024
<u>POST 37/54</u>	:	<u>PROFESSIONAL NURSE (GENERAL STREAM) REF NO: SAP 05/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R307 473 – R356 382 per annum Grade 2: R375 480 – R435 759 per annum Grade 3: R451 533 – R570 273 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Kilmun Clinic Grade 1: Qualification that allows registration with the SANC (2021) as Professional Nurse. Current Registration with SANC (2024) as a General Nurse with midwifery. Grade 2: Qualification that allows registration with the SANC (2021) as Professional Nurse. Certificate of Registration as a Professional Nurse. A Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC (2024) in General Nursing with midwifery. Grade 3: Qualification that allows

registration with the SANC (2021) as Professional Nurse. Certificate of Registration as Professional Nurse A Minimum of twenty (20) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC (2024) in General Nursing with midwifery. Department. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration before or on the date of an interview. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other legal frameworks such as: Nursing Act, Health Act, Patient's Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, etc. Good skills in: Communication, report writing, facilitation, co-ordination, planning & organizing, decision making, computer usage. Ability to formulate patient related policies. Basic understanding of HR and financial policies and procedures. Team building and cross cultural awareness.

DUTIES : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Implement standard, practices, criteria and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain in a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES : should be directed to Mr F. Ntuli Tel No: (039) 833 9001-8
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Documents (CV and Z83 only) to be e-mailed to: thulani.dlamini@kznhealth.gov.za or hand delivered applications may be dropped in Human Resource Section at St Apollinaris Hospital on or before the closing date before 16:00.

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. 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) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for post advertised is an African Male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. 25 October 2024

CLOSING DATE : 25 October 2024
POST 37/55 : **PROFESSIONAL NURSE GENERAL WITH MIDWIFERY GRADE 1 REF NO: EMS/02/2024**

SALARY : Grade 1: R307 473 - R362 187 per annum. Other benefits: Medical Aid (Optional) 13th Cheque and Housing allowance (Homeowner employee must

meet prescribed requirement) and In- Hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS

: Emmaus Hospital
: Senior Certificate (Grade 12). Degree /Diploma in General nursing and Midwifery qualification that allows registration with the SANC as a professional Nurse with midwifery. Registration with S.A.N.C as professional nurse and midwifery. Current South Africa Nursing Council receipt – license to practice 01 April 2024. Only shortlisted candidates will submit proof of current and previous experience endorsed by Human Resources. knowledge & skills Knowledge of nursing care processes and procedures, nursing statues and other legal framework such as: Nursing act, health act, Patient’s Right Charter, Batho Pele Principle, Public Service Regulations, Labour Relation Act, Disciplinary Code and Procedure, etc. Good skills in: Communication, report writing, facilitation, co-ordination, planning & organization, decision making, computer usage. Ability to formulate patient related policies. Basic understanding of HR and Financial policies and procedures. Team building and cross cultural awareness.

DUTIES

: Ensure compliance to the Clinical Governance framework. Assist to avert potential medico-legal risks in Labour Ward. Provide care that leads to improved health service delivery by upholding principles Batho Pele Principles/Patient’s Rights. Ensure that Nursing Policies are adhered to in the unit e.g. handover policy, Grand Round, Nursing Audit etc. Ensure implementation of norms and standards, ideal hospital, OHSC, quality and clinical audits. Ensure the development of quality improvement plans for gaps identified and monitor the implementation thereof. Execute duties and functions with proficiency and according to the scope of practice Ability to plan and organize own work and that of staff under her supervision in the unit Implement infection control standards and practices to improve quality of nursing care Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing Medico-Legal hazards. Ensuring proper utilization of all the resources. Ensure adherence to the ARV/TB/STI/VTP guidelines. Ensure the availability of all guidelines and policies within the legal framework. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. Effective, efficient utilization and management of resources. Implement maternal and obstetric policies and guidelines. Promote & maintain baby friendly status. – Implement all obstetric programs (i.e. PIPP, CHIPP, VMTC, CARMA, MBFI, ESMOE) etc.

ENQUIRIES APPLICATIONS

: Ms. P.P.J Van der Plank Tel No: (036) 488 8204, ext. 8306
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital or can be emailed to bheki.shabalala@kznhealth.gov.za

FOR ATTENTION NOTE

: Human Resource Manager
: Application for Employment form (Z83) i.e. the most recent form, obtainable at any Government Department or from website-www.kznhealth.gov.za. The Z83 form must be completed in full, failure to do so may result in disqualification. A detailed curriculum vitae (CV) and certificate/s of service from previous employer/s endorsed by Human Resource Department. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidate only. Copies of educational qualifications, identity/passport documents, and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies. It is the applicant’s responsibility to have a foreign qualification, which is inherent requirement of the job, evaluated by the South African Qualification Authority (SAQA) and to provide proof of verification for such evaluation on application. Failure to comply will result in the application not being considered. Applications may be hand delivered and submitted via post. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the Column provided on the form Z83. NB: failure to comply with the above instructions will disqualify applicants. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not receive any response after three (03) months from the closing of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the post. The appointment is subject to

positive outcomes obtained from the State Security agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit record, citizenship) verification of educational Qualifications by SAQA. Verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC). The Department reserves the right not to fill the post. 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. NB: Due to financial constrained, No Subsistence and Travelling, Resettlement Allowance will be paid for interview attendance.

- CLOSING DATE** : 25 October 2024 at 16:00
- POST 37/56** : **PROFESSIONAL NURSE GENERAL – PAEDIATRICS (WITH BASIC MIDWIFERY) REF NO: GJGM 23/2024 (X1 POST)**
Component: Nursing Management Services
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
Other Benefits: 13th Cheque, Medical Aid – optional, 8% inhospitable allowance, Homeowner allowance, employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** Experience: NIL **Grade 2:** Experience: Minimum of 10 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Basic Midwifery **Grade 3:** Experience: Minimum of 20 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Basic Midwifery. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills. Basic computer skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e. work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical standards and self-self-development. Ensure accurate record keeping for statistics purposes. Ensure adherence to the Principles of IPC in the unit. Manage unit in the absence of the Operation Manager. Identify, report and assist Doctors in the management of Paediatric Emergencies.
- ENQUIRIES APPLICATIONS** : Matron NG Mntambo (Assistant Nurse Manager) Tel No: (032) 437 6356
: 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
- 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 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 : 31 October 2024

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct or hand deliver applications for all advertised posts to the address as indicated below: Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200 or email to: kznjobs@kzndsd.gov.za

FOR ATTENTION : Ms PN Mkhize
CLOSING DATE : 25 October 2024

NOTE : Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disability. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing of the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. Candidates will be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts and the nature of the position, the Department is not in a position to meet any travel and subsistence costs relating to recruitment process, or relocation and resettlement costs for successful candidate. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes(interviews) will be notified of the outcome. The content of this circular must without delay be brought to the attention of all potential applicants.

OTHER POST

- POST 37/57** : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: DSD01/02/2024**
STR
(One year contract)
- SALARY** : R849 702 per annum (Level 11), all-inclusive
CENTRE : Head Office
REQUIREMENTS : Qualifications: National Diploma / Bachelor's Degree in Policy Development/
Public Administration / Public Management, A valid driver's License, 3-5 Years
of junior management experience in Policy Development environment.
Knowledge: Knowledge of the Constitution for the Republic of South Africa,
Public Service Act, Public Service Regulations, 2016 as amended,
Government-Wide Monitoring and Evaluation System, Framework for Strategic
Planning and Annual Performance Plan, Policy analysis and development,
Labour Relations Act, Public Financial Management Act, Organization
behavior analysis, Strategic business management and Employee
Performance Management Development and System. Skills: Change
Management, Strategic planning, Analytical thinking, Interpersonal relations,
Facilitation, Presentation, Financial management, Project management,
Conflict management and Driving.
- DUTIES** : Develop policy development frameworks, protocols and guidelines. Provide
advisory services on policy development. Coordinate policy assessments,
adoptions and approvals. Monitor the development and implementation of
policies. Manage resources of the Sub-directorate.
- ENQUIRIES** : Mr PR Madela Tel No: (033) 264 5544

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The Acting Deputy Director: Internal HR Management and Development, Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First Floor, Government Boulevard, Riverside Park. E-mail address: smonareng@mpg.gov.za
- CLOSING DATE** : 25 October 2024
- NOTE** : The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidate to fill the following post, depicted below. The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, gender and disability through the filling of this position and that the candidature of person, whose transfer/promotion/appointment will promote representativeness, will receive preference. The minimum entry requirement for Senior Management Services (SMS) post is a Pre-entry Certificate (submitted prior to appointment) that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The recommended candidate for this post shall be subjected to a competency assessment. Appointment is subjected to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. The successful candidate will be required to disclose her/his financial interests, when required. Applications should be submitted on the Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV.

MANAGEMENT ECHELON

- POST 37/58** : **CHIEF DIRECTOR: INTEGRITY MANAGEMENT AND FORENSIC INVESTIGATIONS AND SECURITY MANAGEMENT REF NO: GMIMFAS/OTP/01**
- SALARY** : R1 436 022 per annum (Level 14), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Deputy Director-General: Institutional Development Support and Integrity Management. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Mbombela
: An appropriate Bachelor's Degree /Advanced National Diploma in Law, Forensic Investigations, Risk Management or Public Management and Administration (NQF level 7) or equivalent qualification, with a minimum of 5 years managerial experience in a Senior Management level. SMS Pre-entry Certificate. Experience in the fields of investigation and security management services would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Strategic capability and leadership Investigation and forensic analysis Comprehensive report writing financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
- DUTIES** : Develop and maintain the provincial anti-corruption strategy Conduct education and awareness campaigns on good governance issues at provincial and local spheres Coordinate specialized training for ethics practitioners and investigations Investigate cases of unethical conduct, fraud and corruption as referred through the National Anti-Corruption Hotline, Provincial Departments and Local Municipalities Monitor and provide qualified and quantitative information on the landscape of fraud and corruption within this provincial and local spheres Capture litigations of provincial departments for allocation to service providers Render security management services Conduct vetting and screening services Render protocol services for the provincial administration Manage human, financial and physical resources as well as information.

ENQUIRIES

: should be directed to the Acting Deputy Director: Internal HR Management and Development - Ms SS Monareng Tel No: (013) 766 2004.

NOTE

: If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

**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.

<u>CLOSING DATE</u>	:	25 October 2024
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

<u>POST 37/59</u>	:	<u>CLINICAL MANAGER (EMERGENCY CENTRE AND ANAESTHESIOLOGY & THEATRE) REF NO: NCDOH: 175/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R1 348 635 per annum
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of three (3) years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Competencies: Strategic capability and leadership. Change Management, planning and organizing, strategy, policy development, project management, financial management, client orientation and focus, people oriented. High level computer literacy. Knowledge of Public Health Policies and procedures, relevant legislation and public service regulations. Understanding of expectations of customers. Knowledge Management, Health Information Management, Clinical Governance and Economics, Evidence based Medicine and Monitoring, Evaluation and Reporting.
<u>DUTIES</u>	:	Functioning as a Medical Manager in a Tertiary Hospital with an ambitious and innovative team, a Medical Manager will be expected to add value as follows: Provide and inspire medical services to deliver excellent Tertiary medical services. Plan, manage, monitor and evaluate activities of medical services directorate. Plan, manage, and control resources allocated to medical service directorate. Lead and manage the development of Unit. Ensuring decentralized management and accountability and ensure adhere to clinical governance.
<u>ENQUIRIES</u>	:	Dr. D Theys Tel No: (053) 830 2102
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum

Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

- POST 37/60** : **MEDICAL SPECIALIST REF NO: NCDOH 176/2024 (X10 POSTS)**
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
- CENTRE REQUIREMENTS** : Robert Mangaliso Sobukwe Hospital
: Appropriate qualification that allows for the registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Anesthesiology, Internal Medicine, General Surgery, Obstetrics and Gynaecology, Orthopedics, Oncology, Radiology, Ophthalmology, Plastic Surgery, Family Medicine, Urology, Emergency and Critical care. Registration with the Health Professional Council of South Africa as Medical Specialist in the required/mentioned field. Experience: **Grade 1:** None after registration with HPCSA as Medical Specialist in the required/mentioned field. **Grade 2:** Experience, a minimum of 5 years' experience after registration with the HPCSA as Medical Specialist. **Grade 3:** Experience, a minimum of 10 years' experience after registration with the HPCSA as Medical Specialist.
- DUTIES** : To provide and develop Tertiary Services and to ensure the provision of quality clinical services to patients, as well as teaching and training of junior doctors. To ensure clinical governance (including but not limited to protocol development, risk management, commuted overtime management and cost containment), to provide outreach services to the rest of the province.
- ENQUIRIES APPLICATIONS** : Dr. D Theys Tel No: (053) 861 4770
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 37/61 : **CHIEF EXECUTIVE OFFICER – KAKAMAS HOSPITAL, ZF MGCAWU DISTRICT REF NO: NCDOH 177/2024 (X 1 POST)**

- SALARY** : R1 003 890 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Kakamas Hospital, ZF Mgcawu District
: Undergraduate qualification (NQF 7) as recognised by SAQA in an administrative field coupled with (5) years experience in the Health Sector at Junior/Middle Management Level. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. A valid drivers licence is an inherent requirement. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. skills Profile: Proven management competencies with specific reference to the health environment. Ability to manage KPA's of highly qualified specialists. Knowledge of health systems, health services and priorities of health programmes and relevant legislation including but not limited to the following Core Competencies: Ethical leadership, strong strategic capability, program and project management, financial management, change management, people management and empowerment. Process competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Appropriate managerial and leadership experience, Knowledge of the Public Finance Management Act, Public Service act, Health Act, and Public Service Regulations. Knowledge of policy research, analysis and development. Excellent communication (verbal and written) and presentation skills. Human resource management and planning competencies.
- DUTIES** : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative district hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional

and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

ENQUIRIES APPLICATIONS : Ms Z. Kiti Tel No: (053) 830 0633
 : 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 nhealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 37/62 : **MEDICAL OFFICER REF NO: NCDOH 178/2024 (X2 POSTS)**

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

CENTRE REQUIREMENTS : Robert Mangaliso Sobukwe Hospital
 : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees 1 year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES : The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Examine, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.

ENQUIRIES : Dr. D Theys Tel No: (053) 802 2911

- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 37/63** : **DEPUTY MANAGER NURSING: HEAD OF NURSING SERVICES REF NO: NCDOH 179/2024 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R974 493 per annum
: Northern Cape Mental Health Hospital
: Basic R425 qualification (is diploma/degree in Nursing) or equivalent qualification that allows for registration with the SANC as Professional Nurse
Experience: minimum of 10 years/ appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in Nursing. At least 5 years of the period referred to above must be appropriate experience at management level. A Post Basic qualification in Advanced Mental Health speciality such as Child and Adolescent psychiatry, Geriatric Psychiatry, Forensic Psychiatry Psychiatry will serve as an added advantage.
- DUTIES** : Provide Guidance and Leadership towards the realization of strategic goals and objectives of the Nursing Directorate and Department. Provide Professional, technical and management support for the provision of quality patient care through proper management of nursing programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery and reducing medico-legal risks. Establish, maintain, and participate in inter-professional and multidisciplinary teamwork that promotes efficient and effective health care. Manage the specialist-nursing department at the directorate. Responsible for Nursing Clinical governance in clinical facilities and management towards effective patient care. Implement strategies to increase the number of specialist nurses and training to improve patient care with rigorous programmes. Provide regular reports regarding the progress made re speciality training and speciality in service training. Promote quality of nursing care through sound education and training implementation. Identify opportunities for and foster clinical nursing research. Collaborate in research to improve clinical nursing practice. Compilation of a quality manual, which includes nursing policies. Jointly develop and monitor a quality assurance system for clinical training. Manage and utilise resources in accordance with relevant directives and legislation. Development and implementation of nursing related education and training programmes. The incumbents will be performing outreach services within the Department and will be requested to travel extensively within the province.
- ENQUIRIES** : Mr A. Links, Chief Executive Officer, Northern Cape Mental Hospital at 071 323 6781
- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 37/64** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE REF NO: NCDOH 181/2024 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R656 964 per annum
: Olifantshoek CHC (John Taolo Gaetsewe District)
: 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: Grade 1: 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 speciality.

- 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** : Applications must be e-mailed to NChealthhr-JTG@ncpg.gov.za or be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered.
- POST 37/65** : **LEGAL ADMINISTRATION OFFICER (MR1-5) REF NO: NCDOH 182/2024 (X2 POSTS)**
- SALARY** : MR 1: R239 673 per annum
MR 2: R277 341 per annum
MR 3: R307 659 per annum
MR 4: R368 145 per annum
MR 5: R440 412 per annum
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : LLB Degree. Display knowledge and understanding and drafting of legal documents. Understand and have advanced knowledge of legal and research principles. Display and understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal research, Legal drafting, dispute resolution and cash flow management. A Skills in problem solving analysis, communication, honesty and integrity, research and computer literacy. Experience: **Grade 1:** No previous legal experience required. **Grade 2:** At least 1 (one) year appropriate legal experience after post qualification. **Grade 3:** At least 2 (two) years appropriate legal experience after post qualification. **Grade 4:** At least 5 (five) years appropriate legal experience after post qualification.
- DUTIES** : Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Draft legal documents and advise on and ore mentor juniors on the drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the department on possible courses of acting during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing and provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as guide employees on the advice that should be rendered to the client. Provide support on medico-legal services (litigation and legal advisory services).
- ENQUIRIES** : Ms A. Selao Tel No: (053) 8302 103
- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 37/66** : **STAFF NURSE REF NO: NCDOH 183/2024 (X4 POSTS)**
- SALARY** : Grade1: R209 112 - R233 931 per annum
Grade 2: R248 613 – R279 159 per annum
Grade 3: R290 805 – R326 337 per annum
- CENTRE** : Northern Cape Mental Hospital, Kimberley
- REQUIREMENTS** : Qualification that allows registration with the SANC as Staff Nurse Registration with the SANC as Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years of appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse.
- DUTIES** : Execute duties and functions with proficiency within the prescripts of the applicable legislation. Provide a safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures.

Adopt a multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. Implement standards to ensure adherence to National Core Standards and Ideal Hospital measures. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall unit management without the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach, and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Applications for Mental Health Hospital: Ms. AO Mintor Tel No:(053) 802 3600 /Mr T. Khonkhobe Tel No: (053) 802 3607/600.

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

DEPARTMENT OF PROVINCIAL TREASURY

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

APPLICATIONS : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za

FOR ATTENTION : Ms. D Barnett

CLOSING DATE : 25 October 2024

NOTE : Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za/vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Furthermore, all candidates shortlisted for the Non-SMS posts will be subjected to a Practical Exercise/Technical assessment and an Ethical Conduct assessment. Correspondence will be limited to interviewed candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment on these positions will be provisional, pending the issue of security clearance. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

OTHER POSTS

POST 37/67 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION**
REF NO: NCPT/2024/43

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : Kimberley
REQUIREMENTS : Diploma/Degree: (NQF6/7) in Public Administration, Public Management or related fields. 3-4 years' relevant experience in the Public Service at Assistant Director Level. A valid driver's license. Skills & Knowledge: Knowledge of functional areas covered by the executive authority's portfolio. Basic interpersonal relationship, Problem solving, Planning and organizing, Ability to interpret relevant directives, Analytical thinking, Routine notes, memos and reporting, Public Service Laws and regulations, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, and Regulations, Computer literacy, Report Writing, Project Management skills, Ability to interpret and apply relevant policies and procedures directives and polities.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification: Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/Executive council. Liaise with senior managers in the institution within the executive authority's portfolio. Co-Ordinate the activities of the executive authority's office: Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet/Executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep recording of Cabinet/Executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entails the following: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effective.

ENQUIRIES : Ms D Sebolai at 081 502 6954

POST 37/68 : **HR REGISTRY CLERK REF NO: NCPT/2024/44**
Contract: 12 Months

SALARY : R216 417 – R254 928 per annum (Level 05), (plus 37% in lieu of benefits)
CENTRE : Kimberley
REQUIREMENTS : Grade 12. Zero to One (1) year relevant experience in Public Sector. Skills & Knowledge: Knowledge of planning and organizing, Records management, Registry duties and practices as well as data capturing, Storage and retrieval procedures in terms of the working environment, duplicate/ binding/faxing and delivering of document, understanding of the work registry. Ability to communicate verbally or in writing (formally or informally), Photocopy machine, fax machine, binding machine. Interpersonal, Computer Literacy.

DUTIES : Provide registry counter services: attend to clients, Receive and register hand delivered mail/files including job applications, handle telephonic and other enquiries received: Handle incoming and outgoing correspondence: Received all mail, sort, register and dispatch mail. Distribute notice on registry issues. Liaise with units for tracking of files. Render an effective filing and records

management service: Opening and closing of files according to records classification system. Filing/ storage and tracing (electronically/ manually) and retrieval of documents and files. Complete index cards for all files. Maintain the filing tracing schedule. Recording of all hand delivered and online job applications. Handle archiving and transferring of records: Dispatch and archive files, maintain the files register. Follow up on transfer of files for transferred officials from various departments. Process documents for archiving and disposal, Electronic scanning of documents. Sort and package files for archive and distribution. Compile lists of documents to be archived and submit to the supervisor. Keep record of archived documents.

ENQUIRIES

:

Ms D Barnett at 066 210 4066

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, hsjobs@nwpg.gov.za , 2735, hand deliver to Cnr Provident Drive and University Drive, West wing 2nd floor Garona Building, Mmabatho.
- CLOSING DATE** : 25 October 2024, Time (16H00)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre - Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two-day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on How to Fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers an applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "in the event that you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is 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. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent reappointment under part F must be answered. Declaration must be completed and signed. The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. The posts are open for everyone, but preference will be given to people with disabilities and women in SMS. NB: The Department Reserves the

right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

- POST 37/69** : **DIRECTOR: HUMAN SETTLEMENTS PROJECT MANAGEMENT REF NO: H/S 09/ 24/25**
Component: Housing Development
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Head Office (Mmabatho)
: Matric/Grade 12; Degree / Post graduate (NQF Level 7) as recognised by SAQA in Project Construction Management/Built Environment/Civil Engineering studies. Minimum 5 years' relevant experience at Deputy Director level. Public service Pre- entry certificate for SMS. A valid driver's License. Extensive Travelling. Competencies/Knowledge and Skills: Knowledge of the Constitution of RSA 1996 and other applicable legislative and regulatory requirements. Politics and standards. Ability to analyse complex information and large databases. In-depth understanding of the build environment. Project management. Technical analysis knowledge. Research and development. Knowledge of legal compliance. Technical report writing. Knowledge of Government supply chain bid management process. Human Settlements process and procedures. Knowledge and application of Human Settlements environment policy. Good interpersonal skills.
- DUTIES** : Overall management of the regional budget. Ensure on-time procurement of projects in the region. Oversee and direct construction projects from conception to completion. Manage project cost overruns daily and ensure a balance between project non-financial and financial performance. Coordinate and supervise construction inspectors. Select tools, materials, and equipment and track inventory. Meet contractual conditions of performance. Review regional/ District work performance on progress daily. Ensure adherence to all health and safety standards and report issues. Prepare internal and external reports on regional performance. Plan to prevent problems and resolve any emerging ones. Undertake contract reviews on a regular basis and take necessary consequence management where performance is not satisfactory. Analyse, manage, and mitigate risks. Manage office and technical staff and resolve any staff problems. Respond to service delivery issues related to projects implemented in the region. Management of Intergovernmental relations between key stakeholders in the built industry and three spheres of government.
- ENQUIRIES** : Mr. V Bidi Tel No: (018) 388 5510

OTHER POSTS

- POST 37/70** : **DEPUTY DIRECTOR: IT SERVICES REF NO: H/S 06/ 24/25**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all – inclusive remuneration package)
: Head Office (Mmabatho)
: Matric/Grade 12 Diploma/Degree (NQF6/7) in Information Systems/Technology/ Computer Science or any other relevant qualification Minimum 3three (3) - five (5) years' relevant experience at Middle Management/Assistant Director level A valid driver's license. Competencies/ Knowledge and skills: IT strategy /policies development and governance; Project management; Network administration; Team leadership; Problem-solving; Communication skills; Cybersecurity; Cloud computing; Technical support; Verbal and written communication; Planning & Organizing skills; Computer Literacy; Expertise in network administration, systems integration, and cloud computing technologies, such as Microsoft Azure, MS Office 365 Suite.
- DUTIES** : Provide strategic and tactical planning, development, evaluation and coordination of the information and technology systems for the Department. Establish an information technology corporate governance strategy, policies, implementation and operational plans to give effect to the strategic direction and management plans of the department. Provide development and maintenance Department internet, intranet and web system and Database Administration. Oversees the back-office computer operations of the Department information systems, including local area network and wide area

network. Manage and Implement audit findings from the Auditor General and Internal Audit recommendations. Manage ICT Risk register at strategic and operational level. Management of quarterly and monthly operation reports on ICT accounting officer audit cluster reports. Represent the department at the PGITO Council. Conducted research, plan, develop and improve computer-based information systems, and software. Developing ICT Security Policy and conduct Information Security Awareness trainings. Management and Development of performance Agreement, work plans for IT staff and Leave Management.

ENQUIRIES : Ms D Lolokwane Tel No: (018) 388 2391

POST 37/71 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: H/S 07/ 24/25**

SALARY : R833 499 per annum, (OSD)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12; National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience Degree/ BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Extensive Travelling. Competencies/ Knowledge and skills: Knowledge of relevant prescripts; Programme and Project Management; Project Principles and Methodologies; Research and Development; Computer – aided engineering applications; Knowledge and legal compliance; Technical report writing, creating high performance culture; technical consulting; professional judgement.

DUTIES : Manage and co-ordinate all aspects of projects:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management - Report project progress to the supervisor; and Manage project budget and resources; Office administration; Research and development: - Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and liaise with relevant bodies/councils on project management.

ENQUIRIES : Mr L Mkhize Tel No: (018) 388 5401

POST 37/72 : **ENGINEERING TECHNOLOGIST GRADE A REF NO: H/S 08/ 24/25**
 Component: Human Settlement Planning, Monitoring and Evaluation

SALARY : R429 930 per annum, (OSD)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12 Certificate or equivalent; National Diploma / B Tech/ Degree in Engineering (B Tech). Three years post qualification Engineering Technologist experience required. Valid driver's license. Compulsory registration with ECSA as an Engineering Technologist. Extensive travelling. Competencies/Knowledge and skills: Project management; Technical design and analysis; Knowledge Research and development; Computer-aided engineering applications; Knowledge of building legal compliance; Technical report writing, Networking Professional judgement.

DUTIES : Provide technological advisory services; Support Engineers, Technicians and associates in field, workshop and office activities; Perform administrative and related functions; Compile and submit monthly and quarterly reports; Research and development.

ENQUIRIES : Mr L Mkhize Tel No: (018) 388 5401

**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 37/73 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (VASCULAR SURGERY)**

SALARY : Grade 1: R1 976 070 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 Professional Council of South Africa (HPCSA) as Medical Specialist in Vascular Surgery. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Vascular Surgery. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Vascular Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical and surgical competency in vascular surgery. Ability to work in a high-volume clinic and surgical environment. Ability to teach and train undergraduate and post graduate students and sub specialist Fellows. Ability to conduct clinically relevant research in the field of vascular surgery. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels. Experience with staff management, resource allocation and theatre list management.

DUTIES : Vascular Surgery clinical service provision and management in the Groote Schuur Hospital Vascular Unit. Management and training of surgical staff. Participation in academic and management activities of the division.

ENQUIRIES : Prof L Cairncross Tel No: (021) 406-6229

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

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 25 October 2024

POST 37/74 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (ADULT NEPHROLOGY)**

SALARY : Grade 1: R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal)

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist in Nephrology (Adult). Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Nephrology (Adult). Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Nephrology (Adult). Competencies (knowledge/skills): Experience as a Nephrology sub-specialist in an academic environment. Superior clinical and communication skills, and the ability to lead multi-disciplinary teams in delivering clinical nephrology services. Strong research skills with a record of independent research as evidenced by first/last-author publications. A PhD is a recommendation. Successful mentoring and postgraduate research supervision. Experience in undergraduate, postgraduate and sub-specialist Nephrology teaching and clinical training. National/international reputation as a leader in the field of Nephrology.

DUTIES : Lead and manage the Division of Nephrology, including the clinical nephrology services of Tygerberg Hospital and its satellite dialysis units. Lead the teaching and training of undergraduate and postgraduate students in Nephrology. Lead a Nephrology research programme.

ENQUIRIES : Prof J Taljaardt Tel No: (021) 938-9044 / Dr M Mukosi Tel No: (021) 938-4136

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	The successful candidate will be the Head: Division of Nephrology at Tygerberg Hospital and the Faculty of Medicine and Health Sciences, Stellenbosch University.
<u>CLOSING DATE</u>	:	25 October 2024
<u>POST 37/75</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)</u>
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with the Health Professions Council: Registration with the HPCSA as Medical Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Ability to render high quality surgery for Tertiary and Secondary trauma and emergency Orthopaedics. Ability to render high quality surgery for pertinent elective orthopaedic surgery. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in general orthopaedics to registrars, medical officers, interns and medical students. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of Tertiary and Secondary trauma and emergency Orthopaedics and pertinent elective orthopaedic surgery.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of trauma and emergency orthopaedic surgery and pertinent elective surgery. The specialist will spend daytime working hours at Tygerberg Hospital and Karl Bremer Hospital. Provision of clinical service delivery at specialist level across the full spectrum of orthopaedic neck of femur fracture arthroplasty surgery and after hour on call duties for trauma and emergency orthopaedics. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Department at Tygerberg Hospital and Karl Bremer Hospital. Effective management and administration of a wide range of "Portfolios". Develop, conduct and supervise research projects pertinent to tertiary and secondary orthopaedic surgery and health lines.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. J Du Toit Tel No: (021) 938-9266
<u>CLOSING DATE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). 25 October 2024
<u>POST 37/76</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS)</u> Chief Directorate: Metro Health Services (12 Month Contract)
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. **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 employee) as Medical Specialist in Obstetrics and Gynaecology. **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 a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Valid South African (Code B/EB) driver's licence. Willing to participate in the after-hours call system (Mowbray Maternity Hospital and GSH gynaecology). Competencies (knowledge/skills): Ability to manage all Obstetrics and gynaecology cases competently. Ability to teach and supervise obstetrics surgical procedures and assist in the management of obstetric surgical complications. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of Public Health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator or research supervisor. Computer literacy.

DUTIES : Ensure an efficient and cost-effective obstetric service and render quality patient care. Conduct ward rounds and oversee the daily operations of the obstetric department. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical developments. Assist in the investigation and management of adverse incidents and patient complaints/medicolegal cases.

ENQUIRIES : Dr CM Steward Tel No: (021) 659-5578
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/77 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)**
 Chief Directorate: Emergency and Clinical Services Support

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 : Forensic Pathology Service, East Metropole Region, Tygerberg FPS / Stellenbosch University

REQUIREMENTS : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a Professional Council: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Medical Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Forensic Pathology. **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 Forensic Pathology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist in Forensic Pathology after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Forensic Pathology. Inherent requirement of the job: Valid drivers' license. Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from the base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/skills): Above average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach medical students, Forensic Pathology Officers and Medical Staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology Practice in the Republic of South Africa. Research ability. Exposure to post-mortems, autopsy work and dissection. Creativity and openness to new ideas. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of and supervising post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including all ancillary investigations and editing reports of junior staff members. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and Training, Research, Clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.

DUTIES

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**ENQUIRIES
APPLICATIONS**

:
:

NOTE

:

CLOSING DATE

:

POST 37/78

:

SALARY

:

**CENTRE
REQUIREMENTS**

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Dr Janette Verster; jverster@sun.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council a resubmitted 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). Candidates may have to undergo profiling assessments prior to appointment.
25 October 2024
MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)
Garden Route District
(4 Year Contract)
Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
Knysna Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **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 Family Medicine. **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 employees) as Medical Specialist in Family Medicine. Inherent requirements of the job: Commuted overtime contract is compulsory, as well

as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Knowledge of a public health approach to delivering integrated family medicine services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes.

DUTIES : Specialist family medicine care to patients (all age groups) within the Knysna/Bitou Sub District. Participate in clinical governance of a growing integrated district family medicine health service. Teaching and clinical supervision of junior and allied health practitioners, generalists and medical students within the Knysna/Bitou Sub Districts.

ENQUIRIES : Mr VZ Brickles Tel No: (044) 803-2700
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route and Central Karoo Districts for a period of 3 months from date of advert.

CLOSING DATE : 25 October 2024

POST 37/79 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)**
 Chief Directorate: Rural 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 : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Communicate (verbal, read, write) Available and willing to participate in after-hours duties; if required. Competencies (Knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.

DUTIES : Provide specialist clinical services to inpatients and outpatients. Perform outreach services within the hospital catchment area. Management of relevant clinical governance, resource stewardship and administrative requirements. Leadership of a multi-disciplinary clinical team. Clinical teaching, training, and research.

ENQUIRIES : Dr C Prinsloo Tel No: (021) 860-2500 or charl.prinsloo@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to written/practical and oral assessments. Candidates who are not in possession of the stipulated registration

requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar posts within Paarl Hospital, for a period of 3 months from date of advert.

- CLOSING DATE** : 25 October 2024
- POST 37/80** : **MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE AND CLINICAL SERVICES) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Karl Bremer Hospital
: 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 Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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 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: A valid (Code B/EB) driver's licence. Participation in a rotational shift-based roster that requires work on weekends, nights and public holidays. Perform commuted overtime and work after hours as required by operational needs. Competencies (knowledge/skills): Appropriate experience in an Emergency Centre. Knowledge of the South African Triage Scale & Emergency Medicine in Primary Emergency Care. Competency in resuscitation (participate/lead) & basic and advanced emergency procedures. Computer literacy Skills.
- DUTIES** : Provision of Emergency Care using Evidence-Based Medicine. Clinical management of adults, children and neonates. Rational use of scarce resources and medical record keeping. Clinical governance including medicolegal documentation & Administrative self-management. Effective communication and professional conduct. Supervision and teaching of medical students and junior doctors.
- ENQUIRIES APPLICATIONS** : Dr R Ortel Tel No: (021) 918-1733
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category

with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for similar vacant posts within the Department for a period of 3 months. No payment of any kind is required when applying for this post.

- CLOSING DATE** : 25 October 2024
- POST 37/81** : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHESIOLOGY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : 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 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 a 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 a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a 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 a 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: A Valid driver's licence. Must be willing to participate in the commuted overtime system and work weekends and public holidays. Competencies (knowledge/skills): Appropriate experience in Anaesthesiology. Good communication skills. Ability to work in a team and with all levels of staff. Interest in developing an academic career. Diploma in Anaesthetics (DA) from the College of Medicines of South Africa (CMSA). A Diploma in Primary Emergency Care (DipPEC) from the Colleges of Medicine of South Africa (CMSA) would be advantageous but not essential.
- DUTIES** : To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. The aim is to deliver safe, cost-effective and high-quality care at all times and promote comprehensive peri-operative care of patients in the disciplines of general surgery, orthopaedic surgery, ENT surgery, obstetrics and gynaecology and urology. This would include the following roles: Pre-operative assessment and optimization of surgical patient and planning appropriate anaesthesia. Delivery of safe and efficient anaesthesia to surgical patients. Development of post-operative care, with a focus on analgesia and prevention of complications. Appropriate management of surgical ICU patients. Teaching and training of interns, students and nurses providing an appropriate level of care and knowledge. Management and communication to Efficient running of theatre lists. Required complete statistics collection. Presenting at journal clubs and morbidity and mortality meetings. Completion of medicolegal documents. Participation in research, audits and quality improvement programs.
- ENQUIRIES** : Dr Z Fullerton Tel No: (021) 799-1170
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 25 October 2024
- POST 37/82** : **MEDICAL OFFICER: GRADE 1 TO 3: PSYCHIATRY**
- 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** : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required. Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Good communication skills.
- DUTIES** : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
- ENQUIRIES APPLICATIONS** : Dr Ian Lewis Tel No: (021) 404-2164 or ian.lewis@uct.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

- CLOSING DATE** : 25 October 2024
- POST 37/83** : **REGISTRAR (MEDICAL) (FAMILY MEDICINE) (X2 POSTS)**
Garden Route District
(4 Year Contract)
- SALARY** : Grade 1: R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (t will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Knysna/Bitou Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.
- DUTIES** : Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.
- ENQUIRIES** : Mr Z Brickles, Tel No: and Dr A Brink Tel No: (044) 302-8400
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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. Applications will also be considered for similar posts that becomes vacant in the Garden Route District for a period of 3 months.
- CLOSING DATE** : 25 October 2024
- POST 37/84** : **MEDICAL OFFICER 1 TO 3**
Overberg District
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 998 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** : Hermanus Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council as a Medical Practitioner. Registration with the Health Professions Council: Registration with the Health Professions Council (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: A valid driver's license. Willing to work weekends and public holidays. Competencies

(knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Ensure high quality clinical care service. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Appropriate experience in Primary Health Care.

DUTIES : Deliver a general clinical service to a District Hospital and PHC clinics. Ensure a high-quality patient care including treatment of patients in accordance with provincial protocols. Responsible use of resources, including laboratory and blood products and rational prescription of Medicines. Work displaces good ethical conduct and integrity.

ENQUIRIES : Dr J Mouton Tel No: (028) 313- 5203
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert."

CLOSING DATE : 25 October 2024

POST 37/85 : **MEDICAL OFFICER: GRADE 1 TO 3 (ORTHOPAEDIC) (X2 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset Hospital (X1 Post)
Victoria Hospital (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as 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 is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when required. Willingness to work at the relevant institutions on the rotation platform. Competencies (knowledge/skills): Appropriate experience in providing Orthopaedic Surgical services. Ability to function in a team under pressure in a high volume, high stress environment. Administrative and IT skills. Appropriate experience in research methodology.

DUTIES : Clinical Service: Patient care: in-patient and outpatient management of orthopaedic patients. Clinical Service: Operative (surgical) care of orthopedic patients, both elective and emergencies. Clinical governance, for example ensuring rational and cost-effective use of resources such as laboratory

		investigations, medications, consumables and equipment. Teaching: both formal and informal teaching to students. Innovation and Research within the orthopedic team. Leadership within the orthopedic and hospital team.
<u>ENQUIRIES</u>	:	Dr S Mears at (082) 550-5511
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. This position is a rotating medical officer position across the platform: Groote Schuur (ICU), Victoria, New Somerset, Mitchell's Plein, and Red Cross Children's Hospitals. 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Departmental rotation platform for a period of 3 months from date of advert. No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	25 October 2024
<u>POST 37/86</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT</u>
<u>SALARY</u>	:	R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma / Degree. Experience: Extensive knowledge and experience of People Management in a leadership role. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Problem-solving, lateral thinking and data analytical skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Extensive knowledge of government human resource policies and legislation.
<u>DUTIES</u>	:	Effective and efficient management of the People Management unit at a large, specialised hospital. Overall management of people development, people management strategies and labour relations functions. Ensure that the people management administration and system functions are effectively executed. Ensure compliance to all policies, regulations and operational protocols. Management of staff and external service providers.
<u>ENQUIRIES</u>	:	Mr D. Heyns Tel No: (021) 938-4607
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	25 October 2024
<u>POST 37/87</u>	:	<u>PHARMACIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Mitchell's Plain Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South Africa Pharmacy Council (SAPC) as a Pharmacist. Registration with a Professional Council: Registration as a Pharmacist with the South African Pharmacy Council. Experience: Grade 1 : None after registration as Pharmacist with the SAPC in respect of SA-qualified employees. One (1) year's relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2 : A minimum of Five (5) appropriate experience as a Pharmacist

after registration with the SAPC as a Pharmacist in respect of SA-qualified employees. A minimum of six (6) relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Appropriate experience in a public hospital/health environment. Computer literacy. Good interpersonal and communication skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to supervise staff.

DUTIES : Provide Strategy and support to ensure effective and efficient functioning of Pharmacy Services. Provide guidance and support for the implementation of quality management. Effective management of human resources and supervisory functions. Ensure continuity of pharmaceutical care; promote and implement dispensing and distribution and plan pharmaceutical cover. Assist with management of the budget and ensure compliance to financial prescripts with regard to the pharmaceutical expenditure.

ENQUIRIES : Mr M Roomanay Tel No: (021) 370-5000

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

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

CLOSING DATE : 25 October 2024

POST 37/88 : **PHARMACIST GRADE 1 TO 3 (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R804 609 per annum
Grade 2: R869 796 per annum
Grade 3: R949 146 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Delft CHC (X2 Posts)

Bishop Lavis CHC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South Africa Pharmacy Council (SAPC) as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's license. Willingness to perform relief and after-hour

- duties when required. Competencies (knowledge/skills): Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Knowledge, insight and previous similar experience in a Departmental Hospital or Primary Health Care Setting. Ability to cope under pressure and maintain a high standard of professionalism.
- DUTIES** : Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Ensure quality provision of pharmaceutical care by adhering to policies and guidelines outlined by the South African Pharmacy Council, National Drug Policy and national and provincial treatment guidelines. Effectively manage the human resources, finances and administrative aspects relating to the clinic pharmacy. Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.
- ENQUIRIES** : Mr C Jacobs Tel No: (021) 954-2237
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates registered in the category "Community Pharmacy" may also apply but must be willing to obtain registration in the category "Institutional Pharmacy" within 12 months and must work under direct supervision of a Pharmacist during this period. Failure to comply will lead to the termination of services in the case of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post. The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 25 October 2024
- POST 37/89** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA: OBSTETRICS AND GYNAECOLOGY)**
- SALARY** : R715 977 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse and Midwife with the South African Nursing Council. A post basic nursing qualification in Advance Midwifery and Neonatal Nursing Science with a duration of at least 1 year, accredited with the South African Nursing Council in the specialty referred to above. Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate / recognisable experience at management level. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Strong leadership and good interpersonal communication skills. Good organisation skills and the ability to function in a team and under pressure. Computer literacy in MS Word and Excel. Good communication skills. Knowledge of relevant legislation and policy related to this nursing speciality. Nursing management qualification / skills.
- DUTIES** : The candidate will be responsible for management and co-ordination of clinical nursing care in the Obstetrics and Gynaecology Department of the hospital. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment. Support / deputise for the Deputy Manager Nursing and support the Nursing department and the institution.
- ENQUIRIES** : Ms F Baartman Tel No: (021) 938 4055
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post.
- CLOSING DATE** : 25 October 2024

POST 37/90 : **MEDICAL OFFICER GRADE 1 TO 3 (CHILD AND ADOLESCENT PSYCHIATRY) (6/8TH POST)**

SALARY : Grade 1: R711 861 per annum
Grade 2: R812 241 per annum
Grade 3: R940 062 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professions Council: Current registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal and communication skills (verbal and written). Ability to work independently and in a multi-disciplinary team. Experience in child and adolescent psychiatric disorders, neurodevelopmental, developmental and behaviour disorders be an added advantage.

DUTIES : To provide clinical consultations to patients and families referred to the child & adolescent psychiatry unit from the Tygerberg Hospital catchment area. To assist in the provision of emergency cover and cover for leave of psychiatric registrars rotating through child psychiatry. To render support to the Head of the Unit with respect to administrative matters. To teach child & adolescent psychiatry to undergraduate students in relevant degrees and diplomas and to participate in operational research when appropriate.

ENQUIRIES APPLICATIONS : Dr A. Lachman/ Prof. Seedat Tel No: (021) 938-9021
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/91 : **OPERATIONAL MANAGER: NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R656 964 per annum
CENTRE : Diazville CDC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. 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 in the specific specialty after obtaining the 1-year post-basic qualification (R48). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Computer literacy (MS Word, Excel and PowerPoint). Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI) to ensure provision of quality comprehensive health care within the facility. Effective management of support services which includes Information management w.r.t data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES : Ms A Louw Tel No: (022) 709-5067

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

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 25 October 2024

POST 37/92 : **ASSISTANT MANAGER NURSING (HONS)**
Central Karoo District

SALARY : R656 964 per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Prince Albert Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Work overtime, day or night should the need arise. Valid Driver's license (Code EB/B) and willingness to drive. Competencies (knowledge/skills): Good conflict management. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Excellent (written and verbal) communication skills.

DUTIES : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.

ENQUIRIES : Dr A J Muller Tel No: (023) 414-8211

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

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 25 October 2024

- POST 37/93** : **PHARMACIST GRADE 1 TO 3(5/8TH POST)**
Garden Route District
(Contract until 31 December 2024)
- SALARY** : Grade 1: R502 881 per annum
Grade 2: R543 624 per annum
Grade 3: R593 217 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : George Sub-district
Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 3:** A minimum of 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Ability to work with and within a diverse multi-disciplinary team. Willingness to do relief work in pharmacies/dispensaries within the George and Uniondale Sub-district. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication, and conflict handling skills. Computer literacy including Pharmacy Dispensing and Stock Systems, Microsoft Excel, Microsoft Word, Microsoft PowerPoint (To be specified in application/CV).
- DUTIES** : Maintaining a value driven culture in line with national and provincial treatment guidelines and the Western Cape Code List of approved medicines. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the rural primary health care setting, which includes but is not limited to Antimicrobial Stewardship, Palliative Care, and rational medicine use prescription reviews. Effective Dispensing, compounding, and mixing of pharmaceuticals in line with statutory requirements. Ordering and maintaining stock levels. Assist supervisor with placing of orders from depot and ensuring stock levels are maintained. Stock control. Ensure that the hospital and PHC have sufficient stock without overstocking to prevent expiring of medicine. Record keeping for statistical feedback, support supervisor to keep statistical records and processing it monthly. Ensure that all operations adhere to pharmacy act.
- ENQUIRIES APPLICATIONS** : Mr S Honeyborne Tel No: (044) 814-1142
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Sub-district for a period of 3

months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 25 October 2024

POST 37/94 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R465 645 per annum
Grade 2: R545 262 per annum
Grade 3: R641 436 per annum

CENTRE REQUIREMENTS : Karl Bremer Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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 Valid (Code B/EB) driver's license. Willingness to travel for training and meetings. Competencies (knowledge/skills): Sonography education, strong commitment to professional growth and training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. Good ethical practice, professional demeanor and managing stressful situations. Strong abilities to interact effectively with both patients and medical staff. Basic Computer Literacy in MS Office and the use of reporting systems.

DUTIES : Provision of patient centered Ultrasound service by adhering to departmental protocols, procedures and professional conduct. Providing management of ultrasound services while producing Ultrasound imaging, reporting and statistics. Support to managers and colleagues which provides effective interdepartmental communication. Adhering to self-development and training of students.

ENQUIRIES APPLICATIONS : Mr. N. Manuel Tel No: (021) 918-1378
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/95 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OBSTRETRICS) (X2 POSTS)**
Chief Directorate: Metro Health Services

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

<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatology Nursing Science, after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organize and coordinate the service by analyzing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Obstetric and Neonatology department.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of Nursing care needs, the planning and implementation of nursing care plans and the education of Nursing personnel as a Professional Nurse in an Obstetric and Neonatology service. Render and supervise specialised clinical Nursing care and support clinical staff with surgical and medical procedures. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service. Maintain and promote professional growth/ethical standards and development of self and others.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Basardien Tel No: (021) 402-6485
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the 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 Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	25 October 2024
<u>POST 37/96</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE REQUIREMENTS</u>	:	George Sub-district
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry. Registration with a Professional Council:

Registration with the SANC as a Professional Nurse and Advanced Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1 year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willingness to drive. Competencies (knowledge/skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Good communication skills. Knowledge in the use of clinical equipment and control of budget levels.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the George Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814-1100
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/97 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
 Chief Directorate: Metro Health Services

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

CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : 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 the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Occupation Health. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules, and policies that governs Occupation Health and Safety. Computer literacy skills (Microsoft office).

DUTIES : Provide and maintain an effective Occupational Health and Safety Risk Management programme within the substructure. Support the implementation of the immunization and medical surveillance programmes for staff. Ensure an

effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the substructure. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintains a sound Continuous Professional development.

- ENQUIRIES** : Ms N Raymond Tel No: (021) 815-9986/ or email; Natasha.raymond@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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: Occupational Health Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert."
- CLOSING DATE** : 25 October 2024
- POST 37/98** : **AUDIOLOGIST GRADE 1 TO 3 (X2 POSTS)**
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
- CENTRE** : Mitchells Plain District Hospital (X1 Post)
Klipfontein/Mitchells Plain Sub-structure Office (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as either an Audiologist or a Speech therapist and Audiologist. Registration with a Professional Council: Registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Experience: **Grade1:** None after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of RSA qualified employee. 1-year relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist 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 10 years relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist 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 20 years' relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing Audiology intervention Sound knowledge of relevant national, provincial legislation Health Care 2030 Experience in student training/supervision Basic computer skills in MS Word, Excel, Outlook.
- DUTIES** : Coordinate, manage and develop audiology services for a designated area. Clinical Management of patients referred to audiology services at the PHC facilities. Effective and efficient management of physical resources. People management (Rehab Care Workers, students, volunteers). Participate in and contribute to education and training activities. Liaise and collaborate with

		stakeholders. Screen, assess and intervene as required and is relevant & appropriate. Link to appropriate levels of care.
<u>ENQUIRIES</u>	:	Ms C De Wet Tel No: (021) 370- 5117
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	25 October 2024
<u>POST 37/99</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum Educational Qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer 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 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer 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 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Render an after-hour service as part of your 40- hour work week as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Good communication skills.
<u>DUTIES</u>	:	Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities.
<u>ENQUIRIES</u>	:	Ms B Dreyer Tel No: (021) 938-5918
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Diagnostic Radiographer with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	25 October 2024

<u>POST 37/100</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Helderberg Hospital Minimum educational qualification: Appropriate qualification that allows for the required registration with Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with the Health Professions Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA in Radiography Diagnostic in respect of South African qualified employees. 1 Year relevant experience after registration with the HPCSA in Radiography Diagnostic in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography Diagnostic in respect of South African qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography Diagnostic in respect of foreign qualified employees of whom it is not required to perform community Services as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography Diagnostic in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography Diagnostic in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Physically able to perform the duties required, including pushing patients in wheelchairs to and from the Xray waiting room. Willingness to manage the general Diagnostic workflow, as well as preferably Mammography or CT workflow with knowledge and skills. Willingness to work weekends as required, as well as to participate in a 24-hour service delivery while being on call and travel to outreach facility if necessary. Competencies (knowledge/skills): Experience in all general diagnostic imaging of patients, including preferably Mammography and/or computed tomography. Knowledge of PACS (Picture Archiving and Communication System), as well as conventional radiography. Computer and administration skills.
<u>DUTIES</u>	:	Complete CLINICOM, stats and all PACS and RIS activities. Optimal use, care of equipment and Quality Assurance. Assist with the training of new radiographer and students and participate in all self-development programs. Responsible for the smooth running of the diagnostic imaging department, including Mammography and/or CT and professional service to patients. General care, radiation protection and safety of patients. Responsible for radiographic and computed radiography processing equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Fatyela Tel No: (021) 850-4700 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	25 October 2024
<u>POST 37/101</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Maintenance of buildings, equipment,

and machinery experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to draft service level agreements/contracts and implement standard operating procedures. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Computer skills (MS Office, Excel, and Word). Extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures and Logis. Working knowledge of support services management or facilities management.

DUTIES : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Mortuary, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective control of maintenance and capital works of buildings and equipment of institution. Optimum utilisation and supervision of human and other resources within Support Services. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.

ENQUIRIES : Mr Z Mtshatsheni Tel No: (021) 918-1335
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/102 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
 West Coast District

SALARY : R376 413 per annum
CENTRE : Radie Kotze Hospital, Bergriver Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate three- year National Diploma or Degree. Experience: Appropriate experience in SCM, Finance, Revenue and Patient Administration environment. Appropriate knowledge and practical experience in BAS, LOGIS, Clinicom and Account Receivables system. Practical experience in budget and expenditure control as well as Assets and Liabilities accounts. Appropriate experience in the procurement of goods, services, warehouse management and asset management administration. Appropriate proven supervisory experience. Inherent requirements of the job: Computer literacy (MS Office). A valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Good organizational, managerial, leadership skills, an aptitude for working with financial figures with strong people management skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package with experience in LOGIS, BAS, Clinicom and Account Receivables system. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System.

DUTIES : Responsible for overall management of all Supply Chain Management functions. Responsible for Inventory Control, warehouse management and asset management processes. Accurate and timeous preparation of reports and assist with the compilation of the Interim and Annual Financial Statements. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and timeous preparation of relevant reports. Authorization of BAS / Logis payments when required. Effective and efficient supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management. Accurate and timeous completion of all Revenue related monthly reporting and Revenue transaction system authorization. Contract management assistance in respect of Supply Chain and Finance responsibilities. Ensure sound Labour practices are executed and implemented. Effective utilisation of human resources.

ENQUIRIES : Dr. C Prins Tel No: (022) 931-2140
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 October 2024

POST 37/103 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SPECIAL PURPOSE FUNDS UNIT) (FINANCIAL REPORTING)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R376 413 per annum
CENTRE : Finance and Supply Chain Management
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Financial Management. Appropriate experience in the management of conditional grants. Appropriate experience in financial reporting. Appropriate experience in compilation of conditional grant Business Plans. Appropriate experience in engaging various stakeholders. Appropriate supervisory experience. Inherent requirements of the job: Valid drivers' license. Willingness to travel. Competencies (knowledge/skills): Organisational, managerial, leadership skills and an aptitude for working with financial figures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System.

DUTIES : Liaise with the relevant Conditional Grant managers and functionaries and coordinate draft & final Business Plan process. Provide support with regard to the collation and drafting of the business plans for conditional grants and donor funding and ensure compliance with all the reporting indicators. Develop a system with timelines and responsible persons to monitor, evaluate and report quarterly on activities and outputs of the Conditional Grants & Donor Funding Programmes. In collaboration with ASD Finance, compile comprehensive reports detailing key actions and feedback from the district visits and submit to DD: Finance. Prepare monthly feedback reports to be relevant managers. Provide support to Manager in drafting reports for various funding proposals.

ENQUIRIES : Mr A. Ngantweni Tel No: (021) 815-8617
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/104 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES AND SUPPORT SERVICES**
Overberg District

SALARY : R376 413 per annum
CENTRE : Overberg District Office, Caledon
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year tertiary qualification (i.e. degree/diploma). Experience: Appropriate experience in Human Resource Management, PERSAL and Support Services. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication and interpersonal skills. Sound knowledge of Human Resource Policies, procedures and Transversal HR practices. Proven leadership and supervisory skills, as well as advanced Planning and Organising skills. Presentation and advanced computer literacy skills (MS Office package). Ability to work independently, as well as in a team context and handling of conflict. Knowledge of Contract management and support services functions in a health establishment.

DUTIES : Manage personnel administration according to Collective Agreements, Policies and prescripts within the systems parameters of the PERSAL Payroll system, as well as monitor compliance within the District. Manage the implementation and oversee the correct application of policies, practices and procedures with regard to Transversal HR and Administrative matters, as well as the monitoring and evaluation thereof. Responsible for all aspects of Support Services related to grounds, transport, porters, telephone service, registry, residences, security, technical services, food services, cleaning and linen services. Manage and oversee Contract Management i.e. cleaning, waste management, security and any other adhoc contract services. Supervision and responsible for HR duties of support service staff. Conduct compliance checks with regard to Regulated Norms and Standards, Internal Policies and Practices.

ENQUIRIES : Mr J Joubert Tel No: (028) 214-5802

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 25 October 2024
- POST 37/105** : **SENIOR PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS**
Chief Directorate: People Management- Employee Health and Wellness, Diversity and Disability
- SALARY** : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science or Industrial Psychology or Public Administration. Experience: Appropriate experience in Employee Health and Wellness. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel.
- DUTIES** : Provide input into policy development and facilitate the implementation of policy as per DPSA Employee Health and Wellness Strategic Framework. Administer Contract Management and Service Level Agreement (SLA) in the Health and Wellness Focus Areas. Administer and Implement projects and programmes that promote Health and Wellness strategies within budgetary guidelines. Facilitate the Training Requisition applications Provide professional advice to management on issues impacting Employee Wellness Management referrals. Provide administrative support to Provincial EHWP committees. Implementation of mental health programmes for employees including education and awareness on stress management, coping and resilience. Provide technical support concerning the development and review of strategies policies and operational plans. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases. Conduct trend and statistical analysis to determine challenges, problem trends and best practices relating to the health and productivity of employees. Assist with the development of monitoring and evaluation tools for the implementation of an M&E framework.
- ENQUIRIES** : Ms J Andrews Tel No: (021) 483-5644
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 October 2024
- POST 37/106** : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
- CENTRE** : Klipfontein/Mitchell's Plain Sub-structure
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employee. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified

employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A Valid (Code B/EB) driver's licence and willingness to travel within the Metro. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing Occupational Therapy intervention. Sound knowledge of relevant National and Provincial legislation. Knowledge of Health Care 2030. Experience in student training/supervision Basic computer skills in MS Word, Excel, Outlook.

DUTIES : Coordinate and manage OT services for a designated area. People management (Rehab Care Workers, students, volunteers). Liaise and collaborate with stakeholders. Screen, assess and intervene as required and is relevant & appropriate. Link to appropriate levels of care.

ENQUIRIES : Ms. C De Wet Tel No: (021) 370-5117
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/107 : **ADMINISTRATIVE OFFICER: PROFESSIONAL SUPPORT (STATUTORY STRUCTURES SUPPORT)**
Directorate: Assurance

SALARY : R308 154 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Higher Certificate (NQF Level 5) in Administration or Finance or Business field or Health (or equivalent). Experience: Appropriate administrative and data management experience within a health service and/or business environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Acts and Regulations (National and Provincial). Policies and Guidelines (National and Provincial). Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Data capturing and management skills. Ability to function independently and with confidence. Good team building skills within and outside the Statutory Structures Component and Directorate Assurances. Client and task orientated. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, Power Point and E-mail.

DUTIES : Rendering of administrative function of the Unit Statutory Structures Support. Maintain an efficient and effective office management system within the Directorate. To effectively co-ordinate key activities to support the implementation of statutory structures (Hospital Boards, Clinic Committees, District Health Councils and the Mental Health Review Board). To communicate with various stakeholders (Head Office Managers, Ministry of Health, Health Services Offices, Health Facilities plus external stakeholders. Drafting reports on the status of the constitution and functioning of statutory structures in line with relevant legislation. Managing large volumes of data and databases related to support provided to ensure that statutory structures are constituted and functional. To act as Coordinator and Secretariat for meetings with key stakeholders for the implementation. Co-ordinating data from relevant sources to compile status report. Providing support to the Ministry in dealing with and responding to Media, Parliamentary and other enquiries.

ENQUIRIES : Mr L Nabe Tel No: (021) 483-9259/ 081 041 1063
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 October 2024

POST 37/108 : **ADMINISTRATIVE OFFICER: FINANCE / ADMIN**
(ACCOUNTCONTROLLER) (X2 POSTS)

SALARY : R308 154 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with appropriate experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: In-depth understanding and appropriate experience of clinical procedures/services in various clinical disciplines. Appropriate ICD10 coding experience. Competencies (knowledge/skills): Proven training in Anatomy and Physiology or a Nursing/clinical background. Knowledge of Prosthetic Devices and High-Cost Consumables. Knowledge of a patient fees tariff structure. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate Ability to work under pressure, handle a high work volume and meet strict deadlines.

DUTIES : Clinical auditing of patient accounts in compliance with the Uniform Patient Fees Structure and relevant financial prescripts. Ensure that all prosthesis, high-cost consumables and high-cost pharmaceuticals are charged timeously. Provide estimations and interact with clinical personnel with regards to clinical procedures. Handle queries including 3rd party queries. Ensure accurate interpretation and implementation of policy, protocols and hospital procedures in respect of H2, H3and Private patients (externally funded patients). Assist Case Manager with clinical updates, assignICD10 codes, obtain authorisation and liaise with the Medical Schemes. Query codes as needed to obtain clarification of charted documentation to accurately assign ICD10 codes. Actively participates in training of ICD10 coders. Ensure compliance of coding rules and regulations. Compile and submit statistics on a weekly/monthly basis. Work as a team to meet departmental goals.

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

NOTE : Short-listed candidates may be subjected to a competency test.
CLOSING DATE : 25 October 2024

POST 37/109 : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION**
(BUILDING MANAGEMENT SYSTEM)

SALARY : R308 154 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S- Stream) in Electrical Engineering/Mechanical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate experience in the field of the Engineering Building Automation Systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Must be able to work shifts. Must be prepared to be on stand-by. Competencies (knowledge/skills): Understand the basics of Building Management Systems Protocols, Communications standards, Monitoring signals & Control signals. Knowledge of Uninterruptible Power Supply Systems operations and configurations, deep Cycle Batteries Principles & operation, heating, Ventilation and Air-conditioning Systems (Operation and Controls) and fire detection Systems. Computer Literacy (MS Word, MS Excel, MS Outlook). Ability to carry out general electrical and/or electronic tasks on Building Industrial & Automation Infrastructures (Basics of Industrial Electronics).

DUTIES : Maintenance and repairs to building Management systems and affiliated Instrumentation equipment (Software & Hardware), fire detection systems & Access Control Systems and conduct repairs on UPS & Battery systems. Control of works order with maintenance management. Project & Contract Manage various Service Level Agreements of Engineering Infrastructure that is associated with the BMS Division. Training and development of BMS operator staff and assist with department expenditure control. Provide strategic planning for the division and the equipment maintenance under the divisions control and perform various health technology audits, assessments and

analysis. Keep an up-to-date record of systems and administration functions regarding the division's functioning and the equipment maintenance and evaluation.

ENQUIRIES : Mr A Nober Tel No: (021) 404-5055
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Potential candidates might be subjected to a competency test.
CLOSING DATE : 25 October 2024
POST 37/110 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Chief Directorate: Rural Health Service

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

CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements 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. Ability to communicate effectively verbally and written.

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 AL Solomons Tel No: (021) 860-2504 or email: anthea.solomons@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 25 October 2024

POST 37/111 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (X7 POSTS)**

SALARY : Grade 1: R307 473 (PNA2) per annum
Grade 2: R375 480 (PNA3) per annum
Grade 3: R451 533 (PNA4) per annum

CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing 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 requirements of the job: Willingness to rotate within the hospital when required. Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal,

leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.

DUTIES : Provide comprehensive nursing care provided within a professional/ legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to a Supervisor and Nursing division.

ENQUIRIES APPLICATIONS : Ms M Franken Tel No: (021) 658-5187
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/112 : **PROFESSIONAL NURSE GRADE 1 TO 2 (GENERAL NURSING) (X7 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Gugulethu CHC (X3 Posts)
Based at Inzame CDC (X1 Post)
Hanover Park CHC (X2 Posts)
Crossroads CDC (X1 Post)
Klipfontein/Mitchell's Plain Sub-structure (X1 Post which will be based at Nyanga CDC)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwifery. Proof of Annual receipt and licence to practice for 2024/2025. 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: Valid Code B/EB drivers' license. Willingness to work shifts, night shift and overtime when requested. Willingness to support another facility by working there when required. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving and decision-making Report writing skills Health promotion and team building Good interpersonal skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES APPLICATIONS : Sr N Bizo Tel No: (021) 830-6944
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applicants will be considered for similar vacant posts within the Chief Directorate: 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** : 25 October 2024
- POST 37/113** : **PHYSIOTHERAPIST GRADE 1 TO 3 (5/8TH POST)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R235 329 per annum
Grade 2: R274 848 per annum
Grade 3: R321 741 per annum
- CENTRE** : Western Cape Rehabilitation Centre
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist 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 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist 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 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Basic to intermediate therapeutic knowledge and skills in the management of clients with neurological deficits. Ability to be flexible and innovative in response to differing client needs and work within the MDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOH ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with persons with disabilities as a physiotherapist in a healthcare setting.
- DUTIES** : Provision of Physiotherapy services in the specialist field of rehabilitation. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.
- ENQUIRIES** : Ms Adri M Visser Tel No: (021) 370-2351
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be

considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. All shortlisted candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE

: 25 October 2024

POST 37/114

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

SALARY

: R216 417 per annum

CENTRE

: Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS

: Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Procurement Process and Bids Administration. Competencies (knowledge/skills): Competent in MS Word and Excel. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions. Knowledge of LOGIS (Logistical Information System) and EPS (Electronic Procurement System) would be advantageous.

DUTIES

: Ensure the Bid process for Red Cross War Memorial Children's Hospital from demand to delivery inclusive of. Ensure all procurement of all institutional assets Major and Minor and ensuring budgets are spent. Verification of specifications -Revert poor specifications back, track and keep records. Ensure information is accurate and credible. Ensure route forms attached to all documents that has been signed by officials in Bids/Equipment component. Ensure all BSC and BEC appointments are drafted and approved by the delegated official. Advertise bids on E-Portal. Assist and download quotations via PS and performing close-outs on ePS. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Prepare procurement templates for the quotation committee. Place orders with companies and ensure order reach suppliers timeously. Assist with quarterly and annual inventory count. Arrange mini-contracts and assist update contracts, renewal of Contacts and Lease on request. Provide assistance to supervisor and colleagues. Ensure compliance with relevant laws and prescripts pertaining to supply chain management. Maintain the 0-9 file, ensure daily filling is done and do regular follow-up on outstanding orders. Effective and efficient knowledge of the Procurement on LOGIS and Electronic Procurement System (ePS) environment. performance management administrative duties. Perform general LOGIS system functions. Ensure effective and efficient use of Electronic Procurement System (ePS) when procuring goods and services.

ENQUIRIES

: Mr V Booij, or Ms RJ Snyman Tel No: (021) 658-5698/ 5895

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for this post.

CLOSING DATE

: 25 October 2024

POST 37/115

: **ADMINISTRATION CLERK: SUPPORT SERVICES**

SALARY

: R216 417 per annum

CENTRE

: Groote Schuur Hospital, Observatory

REQUIREMENTS

: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Secretarial and Office Administration in a Health environment. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Good computer literacy (Microsoft Office - Word, Excel, Outlook, Teams etc). Good secretarial and office administration skills, including minute taking, language, organisational and communication. Ability to work independently and execute duties accurately and thoroughly.

DUTIES

: Providing effective secretarial and administrative services to the Deputy Director: Allied Health Services. Perform reception duties, including dealing with staff, patients and/or visitors (telephonic and walk-in). Create, register and maintaining various databases for reporting purposes. Typing and /or formulation of documents, reports and correspondence. Effective records management (hard copies and electronic). Effective meeting management (minute taking, logistical arrangements etc.) Effective use of resources and

consumables. Willingness to undergo development courses. Relief and other related duties.

ENQUIRIES : Mr L Naidoo Tel No: (021) 404-6316
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/116 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
 Garden Route District

SALARY : R216 417 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Supply Chain Management (warehouse) environment. Inherent requirements of the job: Valid Code B/EC Drivers licence and willingness to drive. Must be able to do physical labour. Competencies (knowledge/skills): Knowledge and experience of LOGIS, Knowledge and experience of warehouse / stores management. Computer literacy (Word and Excel). Knowledge of Accounting Officers System and SCM delegations of department. Excellent (written and verbal) communication skills.

DUTIES : Inventory control and warehouse management. Receive stock from suppliers. Capture requisitions, issue stock to end users and do issue voucher control. Update bin cards, check expiry dates of inventory and do regular spot checks on inventory. Do regular follow-ups with contractors and suppliers and keep clients informed. Ensure all documents are audit compliant.

ENQUIRIES : Ms A Rein Tel No: (044) 302-8486
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Garden Route for a period of 3 months from date of advert. Short listed candidates will be subject to competency testing.

CLOSING DATE : 25 October 2024

POST 37/117 : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT)**
(PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT) (X2 POSTS)

SALARY : R216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Hospital Fees related environment. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS (CLINICOM) Finance Instructions, PFMA and Treasury Instructions. Computer literacy (MS Word, Excel, Outlook). Strong sense of confidentiality. Good communication skills. Good interpersonal abilities.

DUTIES : Patient administration. Auditing of all outpatient accounts. Filing of all clinical notes. Request medical notes of patients where it's necessary. Request folders, prep folders and follow-up on missing folders. Relieve for reception. Capturing of all ICD 10 coding and all procedure codes for accounts. Collect revenue on outstanding Hospital Fees Accounts in line with Hospital Policy Fees Memorandum Chapter 18 and Finance Instruction. Submission of medical aid accounts to the Case Managers. Must be able to work shifts.

ENQUIRIES : Ms M Blankenberg Tel No: (021) 404-4264
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 25 October 2024

POST 37/118 : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT)**
(PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT) (X4 POSTS)

SALARY : R216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment. Inherent requirement of the job: Must be willing to work shifts (night duty, weekends, and public holidays) and rotate between departments. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Good communication skills (verbal and written). Strong sense of confidentiality.

DUTIES : Accurate patient assessments and admissions on Clinicom and updating hectis system. Manage busy telephone. Covering for colleagues and undertaking various other clerical duties as and when required. Handling state money. Debit Charge Entries to Invoices as per UPFS and PGWC billing procedures. Raising invoices as per Hospital Fees policies.

ENQUIRIES : Mr Y Levy Tel No: (021) 404-4251
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.

CLOSING DATE : 25 October 2024

POST 37/119 : **STAFF NURSE: GRADE 1 TO 3**
Central Karoo District

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

CENTRE : Prince Albert and Klaarstroom Mobile
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 a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES : Mr E Usabamahoro Tel No: (023) 814-0011
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

<u>POST 37/120</u>	:	<u>STAFF NURSE: GRADE 1 TO 3 (THEATRE AND TRAUMA)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Beaufort West Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with Health Professions Council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TW Ntombana Tel No: (023) 414 – 8200 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Beaufort West Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	25 October 2024
<u>POST 37/121</u>	:	<u>STAFF NURSE: GRADE 1 TO 3 (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Citrusdal Clinic & Lamberts Bay Clinic, Cederberg Sub-district Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with (SANC) as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with (SANC) as an Enrolled Nurse. Inherent requirements of the job: Willingness to travel to and support other clinics in the sub-district when needed and willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth / ethical standards and self-development. Effective functioning within multi-disciplinary team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Sandt Tel No: (027) 482-1487 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a 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). The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

CLOSING DATE : 25 October 2024

POST 37/122 : **DENTAL ASSISTANT GRADE 1 TO 2**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R205 773 per annum
Grade 2: R239 658 per annum

CENTRE : Oral Health Centres, Tygerberg/Mitchell's Plain Platform

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with the Health Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Competencies (knowledge/skills): Excellent communication skills. Good interpersonal skills. Ability to use own initiative and work independently. Good problem-solving and conflict resolution. Good Computer literacy (MS Word, Excel and Outlook).

DUTIES : Assisting Dentists and Students. Disinfect clinical areas before and after treatment. Setting out clinical tray & materials for each clinic. Assisting with surgical procedures in theatre. All used Dental instruments to sterilization after each clinical session. Booking/follow-up and confirmation of bookings for clinics.

ENQUIRIES : Ms. V. Naidoo Tel No: (021) 370-4479

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

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

CLOSING DATE : 25 October 2024

POST 37/123 : **FOOD SERVICES SUPERVISOR**

SALARY : R183 279 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in hospital Catering. Inherent requirements of the job: Straight Shift but required to work late call and weekends 1 in 6 Required to work night shifts (24/7) services. Competencies (Knowledge/skills): Have a knowledge and understanding of the basic food groups, normal and therapeutic diets and cooking methods and Hygiene and Safety standard. Good leadership and interpersonal skills and ability to work under pressure. Ability to adhere to Cook Chill system, the ability

to follow department regulations and protocol and the ability to handle industrial equipment. Dress according to Departmental specifications.

DUTIES : Supervise FSA's in the running of a reconstitution/kitchen and the night duty food service aid's in the Main Kitchen from 18h30-06h30. Supervising and assisting with service of 3 meals and 4 beverages daily to the Patients, and with the cleaning and maintenance of the kitchen area and equipment and adhere to hygiene and safety standards. Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS reporting, training allocation, leave, discipline and stock control of the Recon Kitchen). Communicate with patients and ward staff and feedback any problems and recommendations to the food service manager. To supervise FSA's in the unloading and cleaning of supper trolleys and the washing of the crockery, lids, trays etc. Supervising service of the 20h00 tea and snack and the 05h00 coffee to the Patients on the wards, collect and cleaning of cups afterwards and supervise the cooking of the porridge for breakfast.

ENQUIRIES : Ms A van Schalkwyk Tel No: (021) 404-4042

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

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 25 October 2024

POST 37/124 : **HOUSEKEEPING SUPERVISOR (X3 POSTS)**

SALARY : R183 279 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning/housekeeping, Terminal Cleaning, Stock Control, Linen Management and Waste Management experience in a hospital environment. Competencies (knowledge/skills): Must have knowledge of cleaning and housekeeping policies, protocols, and procedures as well as Infection Prevention Control measures. Knowledge of how to operate the cleaning equipment, perform terminal cleaning and effective usage of consumables. Good interpersonal, organising and decision-making skills.

DUTIES : Responsible for overall control, organising, performing and co-ordinating. of tasks related to linen, waste management, hygiene services, terminal cleaning, contract management and stock control. Responsible for record-keeping and compilation of reports. To submit requisition for repairs of broken equipment thus ensuring a safe working environment. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilization and supervision of resources as well related HR matters. Relief according to the needs of the service and Willingness to work overtime and shifts.

ENQUIRIES : Mr M Wehr Tel No: (021) 404-4052

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

CLOSING DATE : 25 October 2024

POST 37/125 : **NURSING ASSISTANT: GRADE 1 TO 3 (MATERNITY AND GENERAL WARD) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R277 070 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Current registration with SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to rotate in other wards when required. Willingness to work shifts (day and night), weekends, public holidays and overtime. Competencies (knowledge/skills): Good Interpersonal and communication skills. Ability to work independently, but also as a part of a team.

DUTIES : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Maintaining professional growth, ethical standards, self-development and record keeping.

ENQUIRIES APPLICATIONS : Ms E Linden-Mars Tel No: (021) 918-1276
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/126 : **GENERAL WORKER STORES (PHARMACY)**

SALARY CENTRE REQUIREMENTS : R131 265 per annum
Groote Schuur Hospital, Observatory
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience with general assistant duties in a Pharmacy. Competencies (knowledge/skills): Able to handle heavy boxes and move trolleys that weigh up to 200kg. Basic Computer Literacy including MS Word and Excel. Good communication and interpersonal skills. Physically fit to walk and deliver stock from Pharmacy to the wards throughout the day.

DUTIES : Delivery of trolleys of medicines from the Pharmacy Stores to the dispensaries. Delivery of medicines from the Pharmacy to other areas within the hospital. Handling of cardboard waste. Maintaining a record of deliveries. Assisting with filing and basic admin functions.

ENQUIRIES APPLICATIONS : Ms V Naicker Tel No: (021) 404-3216
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024

POST 37/127 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R131 265 per annum
Northern/Tygerberg Sub-structure
Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of passengers and goods in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Valid Public Driving Permit (PDP). Work overtime as per needs requirement and perform standby duties, after hours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of the Transport Circular of 2000. Ability to accept accountability and responsibility and to work independently and unsupervised. Good knowledge of road network in the Peninsula. Relief staff within the component when required. Safe driving skills.

DUTIES : Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of Logbooks. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Perform routine administrative duties when required and respond to emergencies when necessary. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES APPLICATIONS : Mr. JL Frank Tel No: (021) 815-8872
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 October 2024