



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 41 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.

AMENDMENT

: **PROVINCIAL ADMINISTRATION: NORTH-WEST: PROVINCIAL TREASURY:** Kindly note that the following post was advertised in Public Service Vacancy Circular 33 dated 13 September 2024. The Deputy Director: Demand And Acquisition with Ref No: NWFIN/2024/20 (X1 Post) under the Directorate: Supply Chain Management, have been withdrawn.

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CENTRE FOR PUBLIC SERVICE AND INNOVATION

- APPLICATIONS** : Applications should be e-mail to Recruitment@cpsi.co.za and subject for your email should read Executive Director Ref No: 0003/2024 (Applications received after closing date will not be considered). Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned post.
- CLOSING DATE** : 22 November 2024 @ 12h00
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and 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 <https://www.dpsa.gov.za/newsroom/psvc/>. 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 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Failure to sign this form may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records, qualification verification, and applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. The CPSI is a National Government Component established as Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focussed effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in the public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform. Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time. It is the intention to promote representivity in the CPSI through the filling of this position.

MANAGEMENT ECHELON

- POST 41/01** : **EXECUTIVE DIRECTOR: CENTRE FOR PUBLIC SERVICE INNOVATION**
REF NO: 0003/2024
Five-year fixed term Contract
- SALARY** : R1 741 770 per annum, (all-inclusive salary package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable and 10% HoD allowance.
- CENTRE REQUIREMENTS** : Pretoria (Arcadia)
: A Senior Certificate and, a post graduate qualification (NQF level 8) as recognised by SAQA and a person may only qualify for an appointment in the SMS if they have successfully completed an SMS pre-entry programme (Nyukela) and obtained certificate for Nyukela. At least 10 years' relevant experience at a Senior Management Level. Experience in serving as EXCO member. Experience in managing public sector innovation. Sound understanding of the National System of Innovation and National Development Priorities. Knowledge and Experience: Constitution of the Republic of South

Africa, Public Service Act, Public Finance Management Act (PFMA), Public Administration Management Act (PAMA), Knowledge of the National Development Plan (NDP), Advanced Knowledge and experience in Public Administration and Public Management, Knowledge of the Auditor General's prescripts, Advanced Knowledge and experience leading and managing an innovative institution or a programme, Extensive knowledge and experience in policy research, policy analysis and/or policy development. A proven track record in conducting monitoring, evaluations or impact studies. Advanced knowledge of government's Human Resource and Labour-related legislation. Advanced experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, Programme and project management, advanced financial management skills, Innovation, Knowledge Management, Change management, People Management and Empowerment. Personal Profile: Proactive individual with good verbal and written communication skills. Innovative, creative and futuristic thinking capabilities. Ability to communicate with internal, external and international partners. Attention to detail and quality. A self-starter and willing to work under pressure, with tight deadlines and long working hours. Ability to communicate and present to all legislative structures of the public service. Good interpersonal skills, analytical skills, initiative and teamwork. Self-driven and agile.

DUTIES

: Serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts. Drive the culture and practices of innovation in the public service to improve service delivery. Monitor that the CPSI adheres to the government's regulatory prescripts. Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control. Manage implementation of the departmental memoranda of understanding (MoUs) and service level agreements (SLAs). Ensure that the CPSI has the required systems to track, monitor, and report its performance to the Minister for the Public Service and Administration (MPSA) and other oversight structures and control points. These include the Audit and Risk Committee (ARC), Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME). Implement the resolutions of the ARC. Manage the timely resolution of audit findings and attainment of clean audit outcomes and fulfil all other responsibilities delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments' plans, programmes and services. Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the Department's mandate and Government Priorities. Assess the risks to the Department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the MPSA in line with the mandate of the Minister, including, but not limited to, service delivery improvement, organisational development, conditions of service, Information Communication and Technology (ICT), integrity, ethics, conduct and anti-corruption and public administration transformation and reforms for the effective and efficient delivery of the Department's services to its service beneficiaries. Provide leadership for the effective and efficient management and administration of the Department. Develop and review the departmental organisational structure. Manage the overall operations and resources of the Department. Oversee the implementation of the Departmental Performance Management and Development System and maintain harmonious labour relations. Drive equity and transformation programmes. Provide technical and administrative support to the Ministry. Provide the Minister with sufficient and necessary information to enable her to execute her responsibilities and to make informed decisions on innovation in the public service. Serve as the interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and co-ordinate inter and intra-government relations. Work collaboratively with entities within the Portfolio of the MPSA, other organs of state and all stakeholders. Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions. Participate in the relevant government structures and other fora and any other structure as directed by the Minister. Ensure the domestication of international instruments on innovation and other instruments relevant to the mandate and work of the CPSI. Manage the performance of staff reporting directly to the

ENQUIRIES

Executive Director. Manage the personal development of staff and assess performance in line with the performance management and development system.
: Ms. Tshepo Buthelezi Tel No: (012) 683 2817

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

<u>CLOSING DATE</u>	:	22 November 2024
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 41/02</u>	:	<u>DIRECTOR: DEMARCATION AND STRUCTURES IMPLEMENTATION REF NO: DDSI/11/2024</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification in Public Administration / Management / Development Studies / Law or equivalent at NQF level 7 as recognized by SAQA. A minimum of 5 years' experience at a middle / senior management

level in the relevant field. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Proficiency in MS Word. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): MS PowerPoint and MS Project. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Knowledge management. Change management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive knowledge in: Local Government legislation (system and structures). Public Service local government transformation. Monitoring and evaluation techniques. Policy formulation. Cooperative Governance.

DUTIES : The successful candidate will perform the following duties: Develop policy interventions to improve the Local Government: Municipal Demarcation Act, 1998, and Local Government: Municipal Structures Act, 1998. Provide strategic support to the processes of local government elections and other related matters, including the provision of technical support and advice on the determination and redetermination of municipal boundaries, and matters relating to the alteration of provincial boundaries. Support municipalities in relation to promoting sound financial governance and support to ensure positive audit outcomes. Strengthen council oversight responsibilities over the executive and administration to promote good governance in municipalities, including ensuring proper functioning of MPAC's, EXCO/MAYCO, Section 79/79A and Section 80 Committees of Councils established in accordance with the Municipal Structures Act, 1998. Ensure adherence and implementation of the Code of Conduct of Councillors. Lead the development of policy and legislation in relation to Sections 100 and 139 of the Constitution. Support the management / administration the Municipal Systems Improvement Grant (MSIG). Administer gratuity payments to non-returning Councillors.

ENQUIRIES : Mr E Ndou at 082 496 4271
APPLICATIONS : Applications must be submitted electronically via email to: recruit1@phakipersonnel.co.za
 For application enquiries contact, Rebecca Hatlane Tel No: (011) 941 1953

POST 41/03 : **DIRECTOR: MUNICIPAL FINANCIAL SYSTEMS AND AUDIT OUTCOMES**
REF NO: DMFSAO/12/2024

SALARY : R1 216 824 per annum (Level 13), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Public Administration / Management / Accounting / Auditing / Internal Audit/ Municipal Finance at NQF level 7 as recognized by SAQA. A minimum of 5 years' experience at a middle / senior management level in the Municipal Finance and Public Finance, Financial Management, Auditing or Internal Auditing field. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Proficiency in MS Word. Additional Requirements (Advantage): MS PowerPoint and MS Project. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Knowledge management. Change management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management, Auditing or Internal Audit. Comprehensive knowledge and understanding of Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act, Division of Revenue Act (DoRA) and the General Recognized Accounting Practices (GRAP).

DUTIES : The successful candidate will perform the following duties: Support municipalities in relation to promoting sound financial governance and support to ensure positive audit outcomes. Manage the development of a municipal audit outcomes response plan for all municipalities. Manage the coordination and /or participate in intergovernmental coordinating structures on audit outcomes. Review the assessment on the implementation of municipal specific

remedial plans in selected municipalities. Review the assessment of provincial reports and develop the national report on the implementation of the audit remedial plans. Oversee the coordination of the implementation of policies and guidelines related to financial governance.

ENQUIRIES : Mr E Ndou at 082 496 4271
APPLICATIONS : Applications must be submitted electronically via email to: Recruit2@phakipersonnel.co.za
For application enquiries contact, Koena Tibane Tel No: (011) 941 1953

OTHER POSTS

POST 41/04 : **DEPUTY DIRECTOR: MUNICIPAL HUMAN RESOURCES SYSTEMS REF NO: DD:MHR/13/2024**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Human Resources Management / Public Administration or equivalent at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in the related field. Proficiency in MS Excel and MS Word. A valid driver's license and travelling. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of policy analysis and formulation. Knowledge of local government legislative and policy environment. Local public administration and human resources. Interpretation and application of legislations. Labour Law.

DUTIES : The successful candidate will perform the following duties: Administer the implementation of Municipal Systems Act, 2000 and other relevant legislations applicable to local public administration and human resources. Identify, design and support opportunities for process optimization, enhancement, efficiency and continuous improvement on local government staff establishment programmes through research, leading practice and institutional standards. Develop norms and standard organizational design, strategy, frameworks, policies, processes, procedures and programmes for local government. Develop standardized job descriptions for municipalities in collaboration with municipal stakeholders and perform job content comparisons. Monitor and support the implementation of Chapter 2 of the Municipal Staff Regulations, 2021.

ENQUIRIES : Mr J Maepa at 072 042 7763
APPLICATIONS : Applications must be submitted electronically via email to: Recruit3@phakipersonnel.co.za
For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953

POST 41/05 : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: DD:RM/14/2024**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Accounting / Financial Management / Public Management at NQF level 7 as recognised by SAQA. 3-5 years' experience in Financial Management and Municipal Finances. Proficiency in MS Excel, MS Word, PowerPoint and Ms Project. A valid driver's license and extensive travelling. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and understanding of the Municipal Finance Management Act (MFMA), the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and the Municipal Systems Act (MSA). Policy Development.

DUTIES : The successful candidate will perform the following duties: Support municipalities with the development and implementation of revenue enhancement initiatives to enhance revenue collection. Monitor and report on credibility of municipal credit controls and debt collection policies and its by-laws. Monitor and report on the payment of government debt to municipalities

by providing support to the provinces as well as through facilitation and coordination of IGR structures relating to the payment of government debt and resolving disputes on government debt. Manage the coordination and development of municipal debt collection and financial recovery plans., including the debt owed to ESKOM and to Water Boards.

ENQUIRIES : Mr M Moatshe at 083 770 1300
APPLICATIONS : Applications must be submitted electronically via email to: Recruit4@phakipersonnel.co.za
For application enquiries contact Lehlohonolo Radebe Tel No: (011) 941 1953

POST 41/06 : **ASSISTANT DIRECTOR: IT AUDIT REF NO: ASD:IT/15/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Systems Auditing or equivalent at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Internal Auditing and IT review environment. 2 years' experience in the use of Data Analytics / Computer Audit Assisted Technique (CAAT's). Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): Certified Information Systems Auditor (CISA) and membership of the Information Systems Audit and Control Association (ISACA). TeamMate Audit Management System. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Analytical skills. Communication (verbal and written). Technical Competencies: In-depth knowledge of Standards for Professional Practice of Internal Auditing (SPPIA) and Code of Ethics. ICT Audit Standards. Operational and information technology audits, (IT General, application and cyber security). Risk management and audit practices. Public Finance Management Act, Treasury Regulations and Public Service Regulatory Framework. Treasury Audits. Effective use of TeamMate Audit management software.

DUTIES : The successful candidate will perform the following duties: Identify and analyse IT risks and provide inputs to develop a draft three-year rolling strategic internal audit plan and annual internal audit plan for the Unit. Manage and execute IT audits to ensure that all audit standards are maintained in the planning, execution, reporting and monitoring. Prepare draft audit report, ensure quality of the draft report and discuss value-adding recommendations with relevant management. Engage internal stakeholders on IT risks and conduct follow-up of IT audits.

ENQUIRIES : Ms T Mmitsi Tel No: (012) 395 4645
APPLICATIONS : Applications must be submitted electronically via email to: Recruit6@phakipersonnel.co.za
For application enquiries contact Akhona Mjajubana, Tel No: (011) 941 1953.

POST 41/07 : **SENIOR INTERNAL AUDITOR REF NO: H&SCOGTA027**

SALARY : R376 413 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Internal Auditing at NQF level 6/7 as recognised by SAQA. 2 years' appropriate experience in Internal Audit. Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): TeamMate Audit Management System. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Reliability. Communication and teamwork. Technical Competencies: Knowledge of operational and performance audits. Risk management and audit practices. Public Finance Management Act. Treasury Audits.

DUTIES : The successful candidate will perform the following duties: Coordinate the development of audit planning documents which include, the system description and audit program. Conduct audits as per audit programs and complete audit working papers as per auditing standards and internal audit methodology. Raise findings of inadequate controls, prepare draft communication of findings and discuss with management. Follow-up on agreed management action plans.

ENQUIRIES : Ms T Mmitsi Tel No: (012) 395 4645

- APPLICATIONS** : Applications must be submitted electronically via email to: cogta027@hslabour1.co.za. For application enquiries contact, Elginita Moodley Tel No: (011) 468 4192
- POST 41/08** : **SENIOR SCM PRACTITIONER: ACQUISITION MANAGEMENT REF NO: H&SCOGTA028**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Pretoria
: A three-year National Diploma or Bachelor's Degree in Logistics / Purchasing / Supply Chain Management or equivalent at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Reliability, Communication and teamwork. Technical Competencies: In-depth knowledge of Public Finance Management Act. Preferential Procurement Policy Framework Act. Framework for Supply Chain Management. Transversal systems i.e LOGIS and BAS. Tender and contract administration.
- DUTIES** : The successful candidate will perform the following duties: Source quotations from service providers in Central Supplier Database (CSD) according to threshold values determined by the National Treasury. Execution of the bidding process. Provide secretariat services to the Bid Evaluation Committee. Compilation of prospective list of service providers for quotations as per Central Supplier Database (CSD).
- ENQUIRIES APPLICATIONS** : Mr S Ndaliso Tel No: (012) 334 0600
: Applications must be submitted electronically via email to: cogta28@hslabour1.co.za. For application enquiries contact, Elginita Moodley Tel No: (011) 468 4192
- POST 41/09** : **SENIOR STATE ACCOUNTANT REF NO: H&SCOGTA029**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Pretoria
: A three-year National Diploma or Bachelor's Degree in Accounting / Auditing at NQF level 6/7 as recognised by SAQA. 2 years' experience in the relevant field. Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): Basic Accounting System (BAS) and PERSAL System. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Reliability, Communication and teamwork. Technical Competencies: Knowledge and understanding of Public Finance Management Act and the Treasury Regulations. General ledger reconciliation and analysis. Knowledge of Travel and Subsistence. Basic Accounting System (BAS) and PERSAL systems. Data capturing and management.
- DUTIES** : The successful candidate will perform the following duties: register all incoming payments, claims and invoices from NPO's. Track processing of invoices, journals, update register, and follow up on outstanding documents. Performance of reconciliations utilizing financial templates and ensure that procedures and policies are complied with. Support the achievement of Community Work Programme (CWP) objectives and targets. Perform any other duties assigned.
- ENQUIRIES APPLICATIONS** : Ms Z Mahonono Tel No: (012) 334 5701
: Applications must be submitted electronically via email to: cogta029@hslabour1.co.za
: For application enquiries contact, Elginita Moodley Tel No: (011) 468 4192
- POST 41/10** : **SCM CLERK REF NO: H&SCOGTA030**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria
: A Gade 12 Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. No experience required. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning execution. Reliability. Communication and teamwork. Technical Competencies: Supply Chain Management. Asset Management. Systems such as LOGIS and BAS.
- DUTIES** : The successful candidate will perform the following duties: Implement effective and efficient Supply Chain Management System. Ensure sound management

of assets, inventory and consumables. Ensure the physical verification of assets and the stock count /stock taking of inventory and consumable items. Ensure sound management of losses, write-offs redundant and disposal of assets, inventory and consumables.

ENQUIRIES
APPLICATIONS

: Ms Z Mahonono Tel No: (012) 334 5701
: Applications must be submitted electronically via email to:
cogta30@hslabour1.co.za
For application enquiries contact, Elginita Moodley Tel No: (011) 468 4192

DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Send your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities.
- CLOSING DATE** : 25 November 2024 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 25 November 2024 @ 15h45.
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

- POST 41/11** : **ADMINISTRATIVE SERVICES/SYSTEM CLERK REF NO: HO 2024/11/01**
- SALARY** : R216 217 per annum
- CENTRE** : Office of the Deputy Minister
- REQUIREMENTS** : Grade 12 or equivalent. Computer literate. Competencies and Attributes: Good verbal and written communication skills. Ability to plan and organize. Punctuality. Confidentiality. Flexibility. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good listening skills.
- DUITES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard

office items. Stock control of office stationery. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

NOTE : Appointment under the Public Service Act.

POST 41/12 : **REGISTRY CLERK REF NO: HO 2024/11/02**

SALARY : R216 217 per annum
CENTRE : Office of the Deputy Minister
REQUIREMENTS : Grade 12 or equivalent qualification. Computer skills. Competencies and Attributes: Good verbal and written communication skills. Ability to plan and organize. Punctuality. Confidentiality. Flexibility. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good listening skills.

DUTIES : Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures such as cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts such as the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood. Remain abreast with the procedures and processes applicable to the office of the executive authority.

NOTE : Appointment under the Public Service Act.

POST 41/13 : **DRIVER REF NO: HO 2024/11/03**

SALARY : R183 279 per annum
CENTRE : Office of the Deputy Minister
REQUIREMENTS : Basic education. Valid driver's licence. Competencies and Attributes: Plan and organize. Punctuality. Confidentiality. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills.

DUTIES : Collect and deliver documents, which entails collecting, delivering and distributing documents for the office of the executive authority. Transport employees in the office of the executive authority, guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

NOTE : Appointment under the Public Service Act.

POST 41/14 : **FOOD SERVICE AID REF NO: HO 2024/11/04**

SALARY : R131 265 per annum
CENTRE : Office of the Deputy Minister
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate) or equivalent qualification with no working experience. Competencies and Attributes: Plan and organize. Punctuality. Confidentiality. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills.

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

NOTE : Appointment under the Public Service Act.

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or emailed to DFSC@dod.mil.za / dfscza@gmail.com
- CLOSING DATE** : 29 November 2024 (Applications in any format received after the closing date will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 41/15** : **PERSONAL ASSISTANT REF NO: DFSC/02/41/03**
- SALARY** : R308 154 per annum (Level 07)
- CENTRE** : Defence Force Service Commission (DFSC)
- REQUIREMENTS** : Gr 12 (NQF L4) or equivalent with Secretarial Diploma or equivalent qualification. The successful candidate must be available to travel locally and globally with the Commission in executing his/her functions, a directed by the Commission. Experience: A minimum of three (3) years' experience in rendering administrative support to a senior manager, including specific experience in assisting with the compiling of agendas and taking minutes during strategic meetings. Special Requirement (skills needed): Excellent written and verbal communication skills; Ability to communicate well with people at different levels and from different backgrounds; Computer skills; Telephone etiquette; Interpersonal skills; Conceptual thinking and problem solving skills; Planning Skills; Sound organising skills; Analytical thinking; Ability to analyse documents; Good interpersonal relationships; Good presentation skills. Basic knowledge of financial administration and regulatory framework. Excellent telephone etiquette. Possession of valid driver's license is recommended.

DUTIES

: A successful candidate will be required to perform the following duties: Provide administrative and Secretarial support services to the Commission. Analyse the relevant regulatory prescripts/policies and advise the Commission accordingly in terms of their applicability for effective and efficient support to the Commission. Analyse and scrutinise documents to determine actions required before the meetings. Coordinates the procurement of goods and items for the activities of the Commission. Coordinates logistical arrangements for the meetings of the Commission. Coordinates the travel and accommodation arrangements for Commissioners during meetings and visits. Ensure configuration control of the Defence Force Service Commission Agendas, Minutes, Decision Register and related Instructions.

ENQUIRIES

: Mr M.M.P Motsepe Tel No: (012) 367 9340/060975 4594.

NOTE

: All the short-listed candidates will undergo a pre-assessment and competency test.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria or can be emailed to the respective email address quoting the reference number on the subject email
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 02 December 2024
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful

OTHER POSTS

- POST 41/16** : **CONTROL BIODIVERSITY OFFICER GRADE A: THREATENED OR PROTECTED SPECIES (TOPS) POLICY DEVELOPMENT REF NO: BC07/2024**
- SALARY CENTRE REQUIREMENTS** : R580 551 per annum, (OSD)
Pretoria
A four (4) year Degree (NQF Level 8) in Natural/ Environmental Sciences or equivalent qualification within the related field plus 6 years post qualification experience. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant Acts that deal with biodiversity matters. Experience in the application of the provisions of NEMBA, and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA). Knowledge of protection and sustainable use of natural resources, but not limited to threatened or protected species and applicable Multilateral Environmental Agreement (MEAs) such as Convention on International Trade on Endangered Species of Wild Flora and Fauna (CITES) and Convention on Biological Diversity (CBD). Ability to develop and apply policies and legislation. Ability to manage and resolve conflicts. Policy/ legislation formulation, Report writing and good communication skills.
- DUTIES** : Ensure a coherent and aligned multi-sector regulatory system and decision support (Legislative review. Ensure a coherent and aligned multi-sector regulatory system and decision support (Biodiversity Economy Lab initiative). Provide a coherent and aligned multi-sector regulatory system and decision support service with regards to the High-Level Panel. Coordinate and manage stakeholder engagements with regards to biodiversity and sustainable utilization. Ensure conserved biodiversity and sustainable utilization (policy support to line function).
- ENQUIRIES APPLICATIONS** : Ms O Kumalo Tel No: (012) 399 8818/0608343088
or email to: bc07@dffe.gov.za

POST 41/17 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: SOCIO-ECONOMIC SECTORS REF NO: CCAQ01/2024**

SALARY : R580 551 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS :

A four (4) year degree (NQF Level 8) in Environmental Management/Science or equivalent qualification within the related field plus six (6) years post qualification experience in the relevant field. Knowledge of Environmental Management; Finance/budgeting; Project Management; Climate Change and Adaptation; Knowledge of PFMA and other Financial Management and associated prescripts, Knowledge of technical and financial reporting; Departmental policies and procedures. Proven ability to complete projects according to outlined scope, budget, and timeline. Strong organization, coordination and planning ability. Excellent verbal and written communication. Ability to work both independently and in a team; ability to work under pressure.

DUTIES : Provide support on the coordination of the National Climate Change Adaptation research priority areas. Facilitate mainstreaming of Research outputs into Policy, Planning and Implementation of Climate Change Adaptation across different research institutions. Coordinate support for the development and implementation of Provincial climate change adaptation programme. Support the facilitation of Climate Change Adaptation mainstreaming within provincial Research, Policy, Planning and Implementation initiatives. Provide support on capacity-building for climate finance at Sub-national level. Coordinate the development and implementation of local government climate change adaptation programmes. Support the development and review of District Climate Change Adaptation Strategies. Support the facilitation of Climate Change Adaptation mainstreaming within National Sectors, Policy, Planning and Implementation initiatives as well as research. Provide strategic and technical guidance on Adaptation related project implementation. Support the coordination of Climate Change Adaptation Community of Practice and project implementation in the country.

ENQUIRIES : Ms F Nkohla Tel No: (012) 399 9362
APPLICATIONS : or email to: ccaq01@dffe.gov.za

POST 41/18 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: EIA AUTHORISATION: INTEGRATED ENVIRONMENTAL AUTHORISATION REF NO: RCSM03/2024 (X2 POSTS)**

SALARY : R472 812 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS :

Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant equivalent qualification as recognised by SAQA. Must have a minimum of three (3) years' relevant working experience. Experience in processing EIA decisions and is currently involved in the EIA sector. Thorough knowledge and experience of the National Environmental Management Act, as amended and National Environmental Management: Waste Act. Thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and 994 and its proposed amendments. Thorough knowledge of S24 of NEMA. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an added advantage. EAPASA registration, attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure as well as willingness to travel long distances. Must have a valid Driver's license.

DUTIES : Review and evaluate EIA Applications. Review and evaluate applications for Integrated Environmental Authorisations. Review and evaluate S24G applications. Conduct site inspections and compile site visit reports. Coordinate with Enforcement & Licensing sections unit within the department. Assist in administration and monitoring compliance with environmental authorisations issues. Provide professional advice in respect of EIA decision-making. Draft submissions and recommend for EIA decisions. Assist in the development of relevant Standard Operating Procedures (SOPs). Implement approved systems, tools and SOPs related to environmental impact management.

Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations. Provide assistance in the administration and monitoring of compliance with environmental authorisations issued. Provide inputs into environmental related legislation and policies.

ENQUIRIES : Ms M Morudu Tel No: (012) 399 9375
APPLICATIONS : or email to: rcs03@dffe.gov.za

POST 41/19 : **BIODIVERSITY OFFICER SPECIALISED PRODUCTION: INVASIVE ALIEN SPECIES: ENFORCEMENT (INTERNAL CONTROL) REF NO: RCSM02/2024**

SALARY : R472 812 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant equivalent qualification as recognised by SAQA. Must have a minimum of three (3) years' relevant working experience. Extensive experience in compliance and enforcement dealing with natural resources especially related to alien and invasive species. Experience in natural resource management together with relevant technical knowledge in the prevention and/or control of invasive and alien species. A Certificate in Environmental Management Inspector will be an added advantage. Experience in or knowledge of alien and invasive species regulations related investigations and enforcement, Ability to compile case dockets with legally admissible evidence, including recording all progress in the investigative diary. Ability to draft legal defensible administrative notices, directives. Knowledge of the provisions of the National Environmental Management Act (NEMA) and National Environmental Management: Biodiversity Act (NEM: BA). Good interpersonal and communication skills. Ability to work under pressure and attend meetings with stakeholders, Willingness to travel, Computer literacy. A valid driver's licence.

DUTIES : Criminal investigations and administrative enforcement in relation to invasive alien species within the country. Drafting of enforcement strategies to inform actions to be taken. Drafting of legal documents, notices, affidavits, charge sheets, plea and sentence agreements. Obtain warning statements from suspects, open criminal cases to prosecute offenders. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Liaise with Directorate: Litigation and other directorates, provincial departments and local municipalities, external experts and/or consultants as well as other government institutions. Implement the directorate's filing system efficiently. Implement relevant SOPs and guidelines. Participate in EMI events, training and projects. Assist in responding to both Parliamentary and Media queries. Develop and facilitate the implementation of national policies, strategies and programmes relating to the compliance and enforcement with the AIS regulations. Compile and submit monthly reports to the supervisor and perform other administrative and related functions.

ENQUIRIES : Mr B Ndou Tel No: (012) 399 9487
APPLICATIONS : or email to: rcs02@dffe.gov.za

POST 41/20 : **BIODIVERSITY OFFICER PRODUCTION GRADE A: BABS POLICY DEVELOPMENT AND IMPLEMENTATION REF NO: BC03/2024**

SALARY : R325 917 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF Level 6) in Environmental Management/ Natural Sciences or equivalent qualification within the related field. A minimum of one (1) year experience required in a relevant field. Knowledge of the Biodiversity Sector. Knowledge of the biodiversity conservation, sustainable use of biological resources and benefit sharing arising from utilization of biological resources and related laws, policies, and associated regulations, particularly the Bioprospecting, Access, and Benefit Sharing. Good knowledge of Convention Protocol on Biological Resources and the Nagoya Protocol on Access and benefit-sharing. Knowledge on review of biodiversity related permit applications. Knowledge in general government administrative procedures and processes (PSA & PSR). Knowledge/experience in policy development and implementation. Financial and Procurement administrative procedures (PFMA

		& Treasury Regulations). Personal Attributes: Innovative and proactive; Ability to gather and analyses information; Ability to develop and apply policies. Ability to work independently and in a team. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports.
<u>DUTIES</u>	:	Provide technical support on coordinating the implementation of National Environmental Management Biodiversity Act (Act 10 No 10 of 2004) and related Bioprospecting, Access, and Benefit Sharing Regulations of 2015. Conduct preliminary review on bioprospecting permit applications received from external entities/ individuals. Provide support in ensuring compliance with the provisions of NEMBA and BABS regulations. Provide technical support in coordinating compliance. Provide support in the development of training & awareness program. Support the implementation of partners project. Provide support on the implementation of Nagoya Protocol ABS and collaborative structures. Provide technical support in the process of amendment of the Access and Benefit Sharing Chapter of the National Environmental Management Biodiversity Act (Act No 10 of 2004). Draft report on stakeholder consultation meetings. Draft Terms of Reference on Bioprospecting related projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Feltman Tel No: (012) 399 8917
	:	or email to: bc03@dffe.gov.za
<u>POST 41/21</u>	:	<u>BIODIVERSITY OFFICER PRODUCTION GRADE A: BIOPROSPECTING ECONOMY REF NO: BC04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 917 per annum, (OSD)
	:	Pretoria
	:	National Diploma (NQF Level 6) in Environmental Management/ Natural Sciences or equivalent qualification within the related field. A minimum of one (1) year experience required in a relevant environment. Sound Knowledge of Biodiversity Sectors. Knowledge of biodiversity, marine and environmental legislation (MLRA, ICM, NEMBA & NEMA). Knowledge of the regulations promulgated there under and departmental policies with special reference to Bioprospecting, Access and Benefit Sharing. Knowledge of Biodiversity Enforcement. Sound knowledge of Biodiversity Economy Strategy. Knowledge in general government administrative procedures and processes (PSA & PSR). Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Law enforcement and investigations. Personal Attributes: Innovative and proactive; Ability to gather and analyses information; Ability to develop and apply policies. Ability to work independently and in a team. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports. Computer literacy, good communication and Report writing skills.
<u>DUTIES</u>	:	Provide support in coordinating processes to implement the national and international programmes relating to Access and Benefit Sharing and Traditional Knowledge. Promote programmes relating to sustainable use of natural resources. Assist with the development of the economic value of indigenous biological and generic resources and associated traditional knowledge into actual sustainable income and economic development. Provide technical support in the coordination of the contribution of the biodiversity sector in the green economy activities. Provide inputs on the draft concept note on the capacity development initiative for bioprospecting sector Assist with the management of permit applications databases. Support the national implementation of the related international treaties. Review status reports from permit holders. Support implementation of BioPANZA. Manage databases of Biodiversity Economy related projects. Support the develop economic value of indigenous biological and generic resources and associated traditional knowledge into actual sustainable income and economic development. Provide technical support in cooperation and liaison with other departments and stakeholders in all matters relating to biodiversity activities, programmes and projects, including transformation. Provide support in the overall administration of the Directorate. Draft Terms of References for the projects approved in the Directorate's Procurement Plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Feltman Tel No: (012) 399 8917
	:	or email to: bc04@dffe.gov.za

POST 41/22 : **BIODIVERSITY OFFICER PRODUCTION GRADE A: CONSERVATION MANAGEMENT REF NO: BC05/2024**

SALARY : R325 917 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ Degree (NQF Level 6) in Biological sciences/ Natural Science or relevant qualification within the related field. A minimum of one (1) year experience in Biodiversity conservation or related field. Knowledge in Conservation biology, including species conservation and management Knowledge in National Environmental Management Biodiversity Act (Act 10 of 2004) and its related regulations. Policy development processes and implementation. Ability to work independently and efficiently under extreme pressure. Ability to interpret and analyse information. Ability to work within a team. Computer literacy. Well-developed communication and reporting skills; planning and coordination skills; good interpersonal relations. Possession of a valid driver's license and willingness to travel within South Africa and internationally will be an added advantage.

DUTIES : Provide support in the coordination of the development and implementation of Biodiversity Management Plan for Species (BMP-S) according to the National Environmental Management: Biodiversity Act, (Act 10 of 2004). Provide support in the coordination of the development and implementation of the species conservation tools such as conservation strategies. Provide technical inputs related to species conservation and management into relevant Multilateral Environmental Agreements (MEAs). That is the Convention on the Conservation of Migratory Species of Wild Animals (CMS) and the Agreement on the Conservation of African-Eurasian Migratory Waterbirds (AEWA). Provide support in the evaluation and the process for approval of Elephant Management Plans developed by the provincial conservation Authorities and conservation entities.

ENQUIRIES : Ms H Mafumo Tel No: (012) 399 9586

APPLICATIONS : or email to: bc05@dffe.gov.za

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, hand deliver to Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or or emailed to recruitment@gcis.gov.za.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 29 November 2024
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

- POST 41/23** : **DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION REF NO: 3/1/5/1-24/27**
Branch: Content Processing and Dissemination
- SALARY** : R1 741 770 per annum (Level 15), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 8) as recognised by SAQA in Communication / Development Communication/ Public Relations- Majoring in Communication/ Journalism – Majoring in Communication/ Public Relations-

Majoring in Communication / Media Studies- Majoring in Communication or related NQF Level 8 qualification Majoring in Communication. Applicants must have eight (8) years of experience at senior management level. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Skills: Superior leadership skills; excellent written and verbal communication and digital skills; ability to interact with people at all levels; people management and empowerment skills; strong public speaking skills; proven change management skills and capability; analytical, organisational and interpersonal skills; complex stakeholder management skills, especially at intergovernmental level, innovative; creative thinking; strategic coordination skills and computer literacy. Job knowledge: Extensive knowledge of the South African and international communications landscape. An in-depth understanding of government communication discipline, Knowledge of communication digital platforms. A thorough knowledge and understanding of government policies and programmes. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Extensive knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS.

DUTIES

: Reporting to the Director General, the Deputy Director-General will be responsible for providing strategic leadership in providing products and platforms that will ensure coherence, coordination, consistency, quality, impact and responsiveness of Government communication. Provide strategic leadership on financial and non-financial organisational planning and performance for the Branch. Ensure development of Government Communication and Media policies, lead legislation development for the GCIS entities and provide technical oversight for GCIS entities. Lead the internal digital communication, develop strategies and plans for implementation and ensure coordination of digital communication and media production for the whole Government Communication System. Undertake regular market research to inform decision-making and proactive communication. Develop strategies to reach all sectors of the population through GCIS owned products and platforms and use of all official languages. Provide strategic leadership for government media buying, media production and marketing services. Ensure continuous improvements in government communication through the effective use of research. Ensure good governance in the Branch including risk and compliance, people management and development, and prudent financial management. Ensure effective management and preservation of the government corporate branding across all spheres and sectors.

ENQUIRIES

: Mr. Paul Kwerane Tel No: (012) 473 0407 /Ms. Lungile Tshabalala Tel No: (012) 473 0074.

NOTE

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

OTHER POSTS

POST 41/24

: **ASSISTANT DIRECTOR: EXTERNAL GOVERNMENT COMMUNICATION MONITORING AND EVALUATION REF NO: 3/1/5/1-24/28**
Directorate: Government Communication Monitoring and Evaluation

SALARY CENTRE

: R444 036 per annum (Level 09), commencing salary
: Pretoria

- REQUIREMENTS** : An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) as recognized by SAQA in Public Governance/Administration, Media Studies, Communication, Development Communication/Studies, Qualification in Monitoring and Evaluation in the Public Sector will be an added advantage. The candidate must at least have three (3) years relevant experience in media content analysis, communication monitoring and evaluation processes and concepts, as well as dashboards, of which one (1) year should be at salary level seven (7) or eight (8) or supervisory level. Ability to work independently and under pressure. Required Skills: Good liaison and networking skills with senior managers. Report writing, editing and presentation skills. Good communication, project management, planning and research skills. Inclination to pay attention to detail and willingness to take initiative. Well-developed interpersonal and problem-solving skills as well as an ability to coordinate work within a team environment. Advanced computer literacy, including proficiency in Microsoft Office programmes and database. Proficiency in internet searches use of database and electronic dissemination of products. Social media proficiency. Basic understanding of Monitoring and Evaluation.
- DUTIES** : The successful candidate will conduct media content analysis, including social media, using established methodologies/ techniques. Produce media synthesis reports for various government communication campaigns. Co-facilitate the process of collecting and consolidating departmental contributions for the State of the Nation Address. Supervise employees. Assist in the improvement and implementation of systems for communication monitoring and evaluation purposes, and media content analysis. Assist in the identification of efficient methods to work with, frequent engagement with the diverse and often senior stakeholders in government to improve systems. Support processes and developments around monitoring and evaluation of government communication. Please detail courses passed in the CV as per the academic transcript.
- ENQUIRIES** : Ms. Nkele Sebasa Tel No: (012) 473 0207
- NOTE** : In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.
- POST 41/25** : **ASSISTANT DIRECTOR: VIDEO EDITOR REF NO: 3/1/5/1-24/29**
Directorate: Media Production
- SALARY** : R444 036 per annum (Level 09), commencing salary
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) as recognized by SAQA in Media Studies, Film or Video Production, Motion Graphics or equivalent NQF Level6/7 Majoring in Videography/ Video Editing. The candidate must have at least three (3) years relevant experience as a video editor, of which one (1) year should be at salary level seven (7) or eight (8) or supervisory level, with strong knowledge and experience on various video editing software including Adobe Premiere, Final Cut Pro, DaVinci Resolve, and/or Avid Media Composer. Required Skills: Ability to manage multiple projects from concept to final delivery by meeting deadlines collaboratively and independently. Exceptional communication, interpersonal, and teamwork skills. Selecting appropriate music and sound effects to videos. Meet tight deadlines and work efficiently under pressure. Proficiency in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. A valid driver's license is essential as the post will entail travelling.
- DUTIES** : The successful candidate will be required to provide high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Edit and assemble raw video footage into polished, visually compelling video productions. Select and add appropriate music and sound effects to videos. Update/edit video content in response to feedback from clients, colleagues, or as needed. Assist with camera work and edit inserts on all Government assignments/programmes and the Presidency engagements. Archiving and logging of all recorded footage and videos produced. Assist other disciplines within the Media Production Directorate as and when required. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES
NOTE

- : Mr. Gasegoitse Phatudi Tel No: (012) 473 0091
- : In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)**

OTHER POSTS

- POST 41/26** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CJC/OP/09/2024**
(College council Payroll: Duration: 3-year contract)
(The post is re-advertised, interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post).
- SALARY** : R444 036 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : Central Johannesburg TVET College, Central Office
- REQUIREMENTS** : Grade 12 certificate or equivalent. Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or related qualification. Advanced experience in the development of policies/implementation strategies. Practical experience in Office Management and Technology/Public management. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years' relevant experience in strategic planning and administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector will be an added advantage. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.
- DUTIES** : Render administrative/executive support services in the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provide strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the Principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all academic board and academic board committee. Arrange and support for training interventions. Coordinated the décor layout, food service, invitation and media protocol requirements for college hosted functions. Maintain stock of standard forms and stationery. Develop agendas and write minutes for the college meeting and forum Records management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
- ENQUIRIES** : Mr. B Khakhu Tel No: (011) 351 6000
- APPLICATIONS** : All applications are to be sent via the link to <https://forms.gle/6sNHMhWsqSEfsP429>. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, applicants are submitting Z83 and CV Only and all other documents are submitted by shortlisted candidates). Please note that copies of qualifications, ID and drivers' licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with

the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 22 November 2024 at 16:00
- POST 41/27** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CJC/FA/09/2024**
(College council Payroll: Duration: 3-year contract)
(The post is re-advertised, interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post).
- SALARY** : R444 036 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : Central Johannesburg TVET College, Central Office.
- REQUIREMENTS** : Grade 12 certificate or equivalent. An appropriate bachelor's degree/ national diploma (NQF Level 6) in Finance/Accounting/ and/or a related qualification. Preference will be given to candidates with five (5) years of financial experience, who have in-depth knowledge of expenditure, fixed assets, inventory, revenue functions, clearing of accounts and reconciliations. A minimum of three (3) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). In-depth knowledge of the requirements of the CET Act, PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in the management of accounts; ability to work under pressure with strict deadlines and good computer literacy skills (MS Office, SAGE and ITS). A valid driver's license.
- DUTIES** : Assisting with the payment of authorized departmental expenses. Monthly reconciliations of creditors, inventory and fixed assets. Preparation of inventory, fixed assets and expenditure reports for management, on a monthly basis. Ensuring maintenance of accurate records of stock levels, transactions, and movements of inventory items. Ensuring stock is accurately accounted for in the accounting system. Conducting regular spot counts. Ensuring maintenance of detailed records of fixed assets. Ensuring accurate calculation and recording of depreciation for all college fixed assets. Ensuring accurate classification of assets and ensuring that purchases should be capitalized as fixed assets. Ensure proper data capturing of expenditure transactions. Prepare inputs to financial statements relevant to expenditure management. Ensure that expenditure transactions are brought to the book. Management of suspense accounts related to expenditure. Management of the clearing of ledger accounts. Management of the reconciliation of accounts to ensure that invoices are paid on time. Management and reconciliation of travel accounts of the department. Attend to queries related to payments. Management of the issuing of departmental claims and confirmation of balances AND Management of staff. Requesting BAS reports when required. Communications with internal: Colleagues and managers within the Department. Communications with external: Suppliers, National Treasury and the Auditor-General.
- ENQUIRIES** : Mr. B Khakhu Tel No: (011) 351 6000
- APPLICATIONS** : All applications are to be sent via link to <https://forms.gle/fiBuKy6mB3vxCTdA7>. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, applicants are submitting Z83 and CV Only and all other documents are submitted by shortlisted candidates). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the

South African Qualifications Authority (SAQA). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE

:

22 November 2024 at 16:00

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 25 November 2024

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

MANAGEMENT ECHELON

POST 41/28 : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO:24/72/CS**

SALARY : R1 741 770 – R1 962 090 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An NQF 8 qualifications as recognized by SAQA in Management/Public Management/Business Management/Human Resource or related fields; A minimum of 8 years' experience at Senior Management level in Corporate Services environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge of Public Service and its governance; Knowledge and understanding of Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Labour Relations Act, Employment Equity Act, Conditions for Occupational Injuries and Disability Act, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Oversee the provision of human capital management and development services; Oversee the provision of organisational development, employee health and wellness programmes, records management and administration support services; Oversee the provision of facilities management services for the Department and its agencies; Manage human, finance and other resources.

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

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-72-CS@justice.gov.za
- POST 41/29** : **CHIEF DIRECTOR: ICT INFRASTRUCTURE OPERATIONS MANAGEMENT: REF NO: 24/73/ICT**
- SALARY** : R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
 : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at senior managerial level of which 3 years must be in the ICT Infrastructure Operations environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Computer programming field, Computer system design and analysis, ICT Service Management, ITIL, COBIT, ICT Infrastructure, Project Management and Business Intelligence (BI) tools and software; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy and Planning, ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management Methodologies (e.g. PMBOK, PRINCE 2), Waterfall SDLC methodologies, ICT Risk Management, Business Analysis and Solution Testing and modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage ICT Network and Data Infrastructure; Manage centralized and Cloud Services; Manage the ICT Operations & Service; Manage Courts IT Operations (i.e. Court Recording and Audio-Visual Technology); Manage stakeholder relations relating to infrastructure and give strategic advice to management; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms M Kganyago Tel No: (012) 315 1844
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-73-ICT@justice.gov.za
- POST 41/30** : **DIRECTOR: FINANCE: REF NO: 24/VA08/NW**
- 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 REQUIREMENTS** : Provincial Office – North West
 : An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting/ BCom in Public Finance or Auditing as recognised by SAQA; Nyukela Certificate (Certificate of entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Knowledge of Financial Management and Accounting at managerial level; Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. Skills and Competencies: Strategic capability and leadership, Programme and project management, Financial management; Change management, Knowledge management; Service delivery Innovation (SDI), Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication, Honesty and integrity, Personnel attributes.
- DUTIES** : Key Performance Areas: Monitor and co-ordinate report on financial administration and compliance matters which is aligned to the Medium – Term Strategic Plan and Medium Term Expenditure Framework (MTEF) of the Department; Provide efficient and effective financial administrative support with respect to financial accounting and management accounting; Advise and assist in the Provincial Head and Senior Management in the exercise of powers;

functions assigned and delegations in terms of PFMA and other relevant legislation; Ensure compliance with the accounting best practices; norms and standard; Establish and maintain effective, efficient and transparent systems of financial management and internal control; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms. L Shoai Tel No: (018) 397 7088
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745 or email DOJ24-08-NW@justice.gov.za

POST 41/31 : **MASTER (HEAD OF OFFICE): REF NO: 2024/11/GP**

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 REQUIREMENTS : Master of The High Court: Pretoria
 : An LLB Degree (NQF level 7) as recognized by SAQA; 5 years' experience at middle/senior managerial level; Admitted as an Advocate/Attorney with right of appearance at High Court; Nyukela Certificate (Certificate of entry into Senior Management Service from the National School of Government); Knowledge of the South African legal system, legal practices and related sphere with specific reference to civil litigation and the law of contract; Knowledge of Family law litigation, legal research, the Administration of Estate Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act, Wills Act, the Constitution, Public Finance Management Act, Treasury Regulations and other relevant legislation. Skills and Competencies: Strategic capability and leadership, Project and programme management, Financial management; Change management, Knowledge management; Service delivery Innovation (SDI), Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication, Honesty and integrity.

DUTIES : Key Performance Areas: Manage and monitor the implementation of guardian's fund, Manage and monitor the implementation of deceased estate; Manage the administration of Curatorship and registration of Trust; Manage the administration of insolvencies; Manage master's administration support services and service point Operations; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms. RR Moabelo Tel No: (011) 332 9000
 : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or email to: PRAadt@justice.gov.za

OTHER POSTS

POST 41/32 : **SENIOR ASSISTANT STATE ATTORNEY – LP5/LP6: REF NO: 64/24EC**

SALARY : R597 753 – R1 374 714 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney, East London
 : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, Office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail; Good communication (written and verbal); Ability to maintain interpersonal relations.

DUTIES : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register

- trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Mr S Nofemela Tel No: (043) 702 7000 / 7003
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e mail DOJ24-64-EC@justice.gov.za
- POST 41/33** : **SOCIAL WORKER GRADE 1 – 3 REF NO: 49/24/NC/FA-KIM**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R308 247 – R532 113 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Kimberley
: Bachelor's Degree in Social Work or equivalent qualification; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution and evaluation; Extensive report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation. Evaluate information and compile forensic court reports, Act as expert witness for the Family Advocate in Court; ensure proper case flow administration, Travel to townships and rural areas to conduct enquires and interview parties and source references in Family Law disputes.
- ENQUIRIES APPLICATIONS** : Ms C. Van Wyk Tel No: (053) 838 4563
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or Physical address: New Public Building (Magistrate's Court), c/o Knight and Stead Street, 7th Floor, Kimberley, 8301. Or email to DOJ24-49-NC@justice.gov.za
- NOTE** : Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123(5) of the Children's Act, 2005 need not apply. Shortlisted candidates will be required to submit proof of initial and current registration with SACSSP.
- POST 41/34** : **LEGAL ADMINISTRATION OFFICER-(MR 1-MR5): REF NO: 2024/11/MP**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Provincial Office
: An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the State Attorney Act, the Public Finance Management Act, Treasury Regulations, the Departmental Financial Instructions and the State Liability Act; Knowledge and experience in office administration. Skills and Competencies: Computer literacy (MS Office); Communication skills (verbal and written); Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail. Ability to conduct research.
- DUTIES** : Key Performance Areas: Process losses in respect of State money and property (including fruitless and wasteful and transport matters); Process civil litigation matters instituted against and by the Department Claims and contract vetting; Facilitate the Protection and Promotion of Vulnerable Groups; Coordinate the provision of legal administration and statutory appointment & Family Law Services; Facilitate the promotion and awareness of justice related services.

ENQUIRIES APPLICATIONS : Ms NC Maseko at 083 284 9056
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 or physical address: Mpumalanga High Court Masters Office, 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-11-MP@justice.gov.za

POST 41/35 : **SECURITY OFFICERS REF NO: 24/74/CS (X10 POSTS)**

SALARY : R155 148 - R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
 : Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.

DUTIES : Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.

ENQUIRIES APPLICATIONS : Ms. A. Van Ross Tel No: (012) 315 1094
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. or email to DOJ24-74-CS@justice.gov.za

NATIONAL TREASURY

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



CLOSING DATE : 22 November 2024 at 12:00 am (Midnight)

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

MANAGEMENT ECHELON

POST 41/36 : **CHIEF DIRECTOR: NEIGHBOURHOOD DEVELOPMENT PROGRAMME**
REF NO: S028/2024
Division: Intergovernmental Relations (IGR)
Purpose: To Support and facilitate the development of urban network plans that consist of primary and secondary interconnections to strategic urban hubs in townships, pertaining to urban network plans, precinct plans and projects in the delivery of catalytic infrastructure to leverage third party public and private sector development in the urban hubs.

SALARY : R1 436 022 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Project Management or Civil Engineering or Urban Development or Town and Regional Planning or Economics or Commerce or Public Administration or Law. A minimum 5 years' experience at a senior managerial level (Director) obtained in Grant Fund Management and strategic budgeting. Experience in management of infrastructure initiatives and funds, financing of property and related expenditure. Knowledge and experience of municipal service delivery legislation framework, e.g. Public Finance Management Act (MFMA). Treasury Operations, etc. In-depth knowledge of government departments operations,

e.g. local government and their supporting entities Experience in the management of urban and/or economic infrastructure development, e.g. project analysis oversight and contractual matters. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key outputs include: Implement Strategy and Policies: Develop and implement an annual strategy aligned with the mandate of the NDP, Consult stakeholders and identify the defined key performance indicators within the strategy, Monitor and evaluate systems to measure progress pertaining to targets and provide feedback to stakeholders, Manage the development and strategic outputs as specified in business plans through allocated resources, Implement dispute resolution mechanisms to overcome challenges hindering or threatening successful implementation rate. Optimise NDP Operational Networking: Review and communicate the Urban Networks Strategy and evaluate the optimisation of the grant operations to improve quality outputs, Initiate urban planning, project implementation and innovation of best practices, Review the City-Wide Spatial Targeting Plans, Precinct Design Plans, Investment Phasing Plans, Precinct Management Plans and Project Plans for alignment, Provide inputs decisions for the prioritisation of capital projects for implementation within municipalities, Manage the Project Preparation Facility in conjunction with DBSA and allocate systems and resources to facilitate delivery of operations. Private and Public Sector Investment: Identify and develop plans to engage private sector investment strategies, Influence private sector investment strategies in alignment with city spatial strategies, Influence the implementation of private sector investment strategies by optimising the impact of investment on precinct and urban hubs, Engage with stakeholders, public sector and private sector investment decision-makers and facilitate the establishment of public-private sector investment cooperation, Engage internal stakeholders on value-for-money initiatives and long term impact of infrastructure planning and funding, Identify and prioritise opportunities for private sector investment, nationally in conjunction with portfolio management. Stakeholder relationships: Identify, develop and implement strategies to optimise key client relationship within the public sector, private sector and community, Establish resolution of stakeholder concerns and Implement the advocacy strategy, Identify stakeholders and the Urban Networks Strategy and initiate the implementation of industry standards, Initiate research and evaluate new and influential practices, develop knowledge products based on research findings.

ENQUIRIES APPLICATIONS

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 41/37

: **DIRECTOR: LOCAL GOVERNMENT FISCAL FRAMEWORK REF NO: S029/2024**
 Division: Intergovernmental Relations (IGR)
 Purpose: To coordinate the annual fiscal framework reviews and provide a policy advice platform on the funding requirements needed for the different sectoral frontline services in health, education and social development.

SALARY CENTRE REQUIREMENTS

: R1 216 824 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 is required coupled with a minimum a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Accounting. A minimum 5 years' experience at a middle management (Deputy Director) level obtained in the understanding of the Intergovernmental Fiscal Framework system, public finances and the local government. Knowledge and experience of financial and economic analysis and policy development. Knowledge and experience of policy development and analyses. Knowledge and experience in Social Sciences research. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key outputs include: Provincial Fiscal Framework Coordination: Represent provinces in the national budget processes to ensure alignment between government strategies, expenditure responsibilities of provinces, and

the available funding envelope, Prepare provincial fiscal frameworks for MTEF and in-year adjustments budget processes and present to appropriate forums, Provide advice and inputs into the annual division of revenue regarding provinces. Provincial Equitable Share: Initiate the annual technical updates to the provincial equitable share formula for consideration, Engage on the policy reviews of the provincial equitable share formula. Provincial Conditional Grants: Develop and implement a provincial conditional grant framework and allocations in consultation with other units in National Treasury, the relevant transferring national officers and provincial treasuries. Provincial Fiscal Policy: Embark on policy reviews of the provincial fiscal framework to enhance the ability of provinces to achieve their service delivery and developmental objectives, Participate in the development of policies impacting on the funding of provinces in general. Division of Revenue: Provide inputs in the development of the annual Division of Revenue Bill (DoRB) and Division of Revenue Amendment Bill (DoRAB), including drafting the provincial aspects of Annexure W1 to the annual DoRB, DoRAB, Medium Term Budget Policy Statement, Budget Review and other relevant National Treasury publications.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 41/38 : **DIRECTOR: PUBLIC FINANCE REF NO: S044/2024**

Division: Public Finance (PF)

Purpose: To co-ordinate and strategically monitor the sectors in the development of financial planning and budgeting, financial management, expenditure, and support of service delivery initiatives for policy development and implementation in the sectors, impacting both the national and provincial government sphere.

SALARY : R1 216 824 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economic Sciences or Development Studies or Social Sciences. A minimum 5 years' experience at a middle management (Deputy Director) level obtained in strategic management, including management of policy processes and project management, public finances and the local government. In-depth knowledge of policy development and implementation. Detailed knowledge of: the South African public finance terrain, especially intergovernmental fiscal relations, government policy processes, budget processes and financial management, Approaches to poverty eradication, inequality, and related development issues in South Africa Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key outputs include: Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting impact on departmental and provincial treasury level and implement relevant policy initiatives, Review the annual budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process and escalate to stakeholders. Budget analysis and financial planning: Provide strategic direction in government sectoral financing, financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Plan and provide inputs in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Create a platform for budget reform and the development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning. Financial management, expenditure, and service delivery: Develop reporting systems and databases, Oversee the implementation of the Public Management Act, Advise and monitor the implementation and interpretation of the Treasury Regulations. Policy analysis and implementation: Analysis of

policies and advice to the Ministry of Finance, National Treasury and other stakeholders. Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

OTHER POSTS

POST 41/39 : **SENIOR ECONOMIST: CONDITIONAL GRANT MONITORING REF NO: S035/2024**
Division: Intergovernmental Relations (IGR)
Purpose: To maintain and analyse the monitoring and reporting of the intergovernmental grant system for local government.

SALARY : R1 003 890 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Degree (equivalent to NQF level 7) in any of the following disciplines: Public Finance or Administration or Economics or Accounting or Law. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in local government budgetary and grants allocation processing. Knowledge and experience of monitoring and evaluation in the management of the conditional grants. Knowledge of the Public Service Policy Framework governing conditional grants.

DUTIES : Some key outputs include: Legislative Framework: Understand and apply the Legal Framework in S.A, especially as it pertains to Local Government, Apply the principles and policies in the MFMA and annual DORA, Understand the linkages with the Constitution, MSA and other legislation affecting local government, Understand the intergovernmental fiscal system in S.A, Contribute towards drafting of annual Division of Revenue Bill. Budget Preparation and Support: Assist in the designing of the monitoring and reporting framework for local government conditional grants to all municipalities, provincial treasuries, and national departments, Assist in the Implementation of the monitoring and reporting framework for local government conditional grants to all municipalities, provincial treasuries, and national departments, Facilitate the publication of monthly / quarterly spending of local government conditional grants in consultation with the Director: Local Government Data Management, Assist in capacity building and support to departments in line with new reforms to the conditional grant system. Intergovernmental Co-ordination: Participate in meetings and play supporting role to the Directorate: Intergovernmental Policy and Planning in the formulation of the annual Division of Revenue Bill, including frameworks, Draft the Conditional Grant Practice notes for consideration and implementation, Assist in the publication of Local Government Gazettes, including additional allocations for local government emanating from the national Adjustments Estimates in a Government Gazettes, Provide updates on the implementation of conditional grants for purposes of SCOF hearings on conditional grant expenditure. Analyse, Monitoring and Evaluate: Assist in the monitoring of the implementation of the intergovernmental grant system as it pertains to Local Government, Update, maintain, analyse and monitor the implementation of annual local government payment schedules in terms of the annual Division of Revenue Act, Capture and update the quarterly reconciliations of local government conditional grant spending before publication of this information in a government gazette as part of Section 71 of the MFMA, Assist the Director to produce inputs and / or draft chapter on conditional grant spending for the publication of the annual Local Government Budget and Expenditure Review.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 41/40 : **SENIOR BUDGET ANALYST: PUBLIC FINANCE (POLICE AND ICD) REF NO: S043/2024**

Division: Public Finance (PF)

Purpose: To provide technical guidance to national departments and state-owned agencies on fiscal and financial matters pertaining to the evaluation of policy proposals and spending plans in monitoring expenditure against service delivery targets and trends.

SALARY CENTRE REQUIREMENTS

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

: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (NQF 6)/ B. Degree (NQF 7) in Economics/ Accounting/ Public Finance. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in budgetary and financial management. Knowledge and experience of the public sector budgetary and expenditure framework. Knowledge of sector financial processes, budgeting and MTEF process. Knowledge of regulatory directives like the PFMA and Treasury Regulations.

DUTIES

: Some key outputs include: Budget Analysis and Financial Planning: Provide guidance to client departments in their preparation of annual budget submissions and related budget documentation, Analyse the annual MTEF submissions of departments and devise corrective steps pertaining to budget documentation, which include the Medium-Term Budget Policy Statement, Appropriation Bill, Budget Review and Estimates of National Expenditure, Contribute to the budget process nationally and evaluate the departments' requests for roll-over funds, additional funds, programme structure changes, NRF drawings, shifting of funds and suspension of funds, Monitor Expenditure Plans against Service Delivery Targets: Monitor compliance and alignment to the prescribed PFMA and Treasury Regulations and guide stakeholders on its interpretation for the correct implementation and application, thereof, Perform in-year analysis and advice on expenditure plans and trends to enhance the financial gains and effectiveness within departments, Monitor the achievements of departments' against service delivery plans and set targets, Verify programme and projects outputs for alignment based on the successes administered by departments, Follow-up on findings and concerns emanated from the Auditor-General's reports and parliamentary working committees on department's financial affairs, Analyse Policy and Monitor Implementation: Perform policy analysis and monitor the correct implementation in line with the prescribed legislative framework, Contribute to policy enhancements by providing strategic solutions for applications within the sectors, Provide guidance and support on key policy determinations within the relevant sector, Benchmarking and Research: Initiate benchmarking exercises with reputable government departments on the latest trends, globally, Perform research with international institution on the latest interventions pertaining to policy development, financial planning, expenditure monitor, etc., Engage stakeholders on the latest work processes and key developments pertaining to sectoral, national, and state-owned entities/ agencies.

ENQUIRIES APPLICATIONS

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

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 41/41 : **SENIOR BUDGET ANALYST: PUBLIC FINANCE REF NO: S042/2024**

Division: Public Finance (PF)

Purpose: To provide technical guidance to national departments and state-owned agencies on fiscal and financial matters pertaining to the evaluation of policy proposals and spending plans in the monitoring of expenditure against service delivery targets and trends within the Employment and Labour Sector.

SALARY CENTRE REQUIREMENTS

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

: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) or Bachelor's degree (equivalent to NQF 7) in the following disciplines: Economics or Accounting or Public Finance. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in budgetary and financial management. Knowledge and experience of the public sector budgetary and expenditure framework. Knowledge of sector financial processes, budgeting and MTEF process. Knowledge of regulatory directives like the PFMA and Treasury Regulations.

DUTIES

: Some key outputs include: Budget Analysis and Financial Planning: Provide guidance to client departments in their preparation of annual budget submissions and related budget documentation, Analyse the annual MTEF submissions of departments and devise corrective steps pertaining to budget documentation, which include the Medium-Term Budget Policy Statement, Appropriation Bill, Budget Review and Estimates of National Expenditure, Contribute to the budget process nationally and evaluate the departments' requests for roll-over funds, additional funds, programme structure changes, NRF drawings, shifting of funds and suspension of funds. Monitor Expenditure Plans against Service Delivery Targets: Monitor compliance and alignment to the prescribed PFMA and Treasury Regulations and guide stakeholders on its interpretation for the correct implementation and application; thereof, Perform in-year analysis and advice on expenditure plans and trends to enhance the financial gains and effectiveness within departments, Monitor the achievements of departments' against service delivery plans and set targets, Verify programme and projects outputs for alignment based on the successes administered by departments, Follow-up on findings and concerns emanated from the Auditor-General's reports and parliamentary working committees on department's financial affairs. Analyse Policy and Monitor Implementation: Perform policy analysis and monitor the correct implementation in line with the prescribed legislative framework, Contribute to policy enhancements by providing strategic solutions for applications within the sectors, Provide guidance and support on key policy determinations within the relevant sector. Benchmarking and Research: Initiate benchmarking exercises with reputable government departments on the latest trends, globally, Perform research with international institution on the latest interventions pertaining to policy development, financial planning, expenditure monitor, etc., Engage stakeholders on the latest work processes and key developments pertaining to sectoral, national, and state-owned entities/ agencies.

ENQUIRIES

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

APPLICATIONS

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Free State Provincial Service Centre/Free State Division of the High Court/Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Limpopo Provincial Service Centre:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstien Street, Polokwane, 0699.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.
- Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Gauteng Division of the High Court: Pretoria:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- KwaZulu Natal Provincial Service Centre/Pietermaritzburg/Durban:** Quoting the relevant reference number, direct your application to: The Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000.

CLOSING DATE

: 22 November 2024

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to

disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

MANAGEMENT ECHELON

<u>POST 41/42</u>	:	<u>CHIEF DIRECTOR: STRATEGY & SYSTEMS REF NO: 2024/189/OCJ</u>
<u>SALARY</u>	:	R1 436 022 - R1 716 933 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Commerce/ Business Management/ Public Administration/ Public Management or equivalent qualification at NQF level 7 as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. A minimum of 5 years' experience at Senior Management level in a Strategic Management environment. A valid driver's license. Successful completion of the Nyukela Public Service SMS pre-entry Programme (certificate) will be required prior to appointment. Knowledge: Knowledge of relevant legislations and prescripts in relation to Strategy and Service Delivery Planning. Knowledge of Treasury and PFMA Regulations, Extensive knowledge and experience in strategy formulation, strategic planning or management service capacity environment, A sound knowledge of public

finance legislation, Knowledge of Strategic Framework on Planning (APP & Strategic Plan), Statistical knowledge, Knowledge of Government prescripts, Public Finance Management Act, Public Service Act Public Service Regulation 2016, Public Service Transformation. Skills: Customer focus and responsiveness, Problem solving skills, Project management skills, Leadership skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (MS Office). Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management All shortlisted candidates shall undertake pre-entry assessments.

DUTIES : Develop and publish the OCJ Strategic Plans and Annual Performance Plan. Coordinate the development of operational plans by the Units within OCJ. Facilitate the implementation of the Operations Management Framework within the OCJ. Coordinate, develop and monitor the OCJ Service Delivery Improvement Plan. Coordinate, develop facilitate and monitor the OCJ APPs and Ops Plans development processes. Coordinate, develop and monitor the OCJ Service Delivery Charter and Service Standards. Roll-out the Customer Service Improvement Programme in Superior Courts. Develop and implement a departmental strategic planning policy. Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Chief Directorate in line with applicable legislation. Implement Annual Performance Plans, operational plans and Oversee the audit and Risk Management processes of the Chief Directorate.

ENQUIRIES : Technical related enquiries: Ms LP Mpe Tel No: (010) 493 2500
HR related enquiries: Mr SW Meko Tel No: (010) 493 2500

APPLICATIONS : Applications can be sent via email at Recruitment51@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. 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. (Only when shortlisted)

POST 41/43 : **DIRECTOR: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2024/190/OCJ**

SALARY : R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Strategic Management/Public Administration or equivalent qualification at NQF level 7 as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. Five years' appropriate experience in Senior/ Middle Management. Minimum of five (5) years' relevant experience in Strategy Management, Monitoring and Evaluation, Research and/ or Service Delivery Improvement. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. A valid driver's license. Technical Knowledge: Knowledge and understanding of the Public Finance Management Act. Government-wide Monitoring and Evaluation Framework. Treasury Regulations. Framework for Strategic Plans and Annual Performance Plans. Public Service Act and Regulations. Service Delivery Improvement prescripts. Batho Pele Principles. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct). All shortlisted candidates shall undertake pre-entry assessments.

DUTIES : Develop and publish the OCJ Strategic Plans and Annual Performance Plan. Coordinate the development of Operational Plans of the Units within OCJ. Facilitate the implementation of the Operations Management Framework within the OCJ. Coordinate, develop and monitor the OCJ Service Delivery Improvement Plan. Coordinate, develop and monitor the OCJ APPs and Ops Plans development processes. Coordinate, develop and monitor the OCJ Service Delivery Charter and Service Standards. Roll-out the Customer Service Improvement Programme in Superior Courts. Develop and implement a departmental strategic planning policy. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

APPLICATIONS : Applications can be sent via email at Recruitment52@judiciary.org.za
ENQUIRIES : Technical related enquiries: Mr. Molefi Masilo Tel No: (010) 493 2500
HR related enquiries: Mr SW Meko Tel No: (010) 493 2500

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. 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. (Only when shortlisted)

POST 41/44 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2024/191/OCJ**

SALARY : R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Applicants must be in possession of a three-year Bachelor's degree / Advance Diploma (NQF Level 7) in Supply Chain Management/ Economics/ Finance/ Financial Management/ / Logistic/ Public Administration or relevant qualification at NQF level 7 as recognized by SAQA. A minimum of five (5) years' experience at a Middle Management level in Supply Chain Management environment. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge: Knowledge of supply chain management policies and procedures. Knowledge of budgeting and financial management, Programme and Project Management, Strategic Financial Management, Public Service Act 1994, Public Service Regulations 2016, National Treasury Regulations, Public Financial Management Act, Departmental Financial Instructions, Approved departmental delegation, Good understanding of departmental prescripts and frameworks (e.g. departmental codes: COIDA and BBEE, Batho Pele Principles. Skills: Financial management and interpersonal skills, Problem analysing, solving and planning skills, Supervisory and Management skills, Decision making and time management, Communication skills, Computer skills, Report writing skills, Research and planning skills. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake pre-entry assessments.

DUTIES : Develop, manage and monitor the, implementation of supply chain management internal policies, systems and processes, Manage and monitor the implementation of supply chain management policies, Manage and identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives, Develop and manage the demand and acquisition process. Review, develop and implement the supply chain management strategy, policies and procedure. Ensure awareness on approved supply chain management process. Manage and monitor internal units with regards to demand and acquisition of goods and services. Manage the contract management services. Manage and monitor demand, acquisition, logistics and supply chain performance services. Manage the administration of the bid

process. Manage the provision of supply and logistics management services. Develop, manage and maintain logistical information and supply chain management performance of the OCJ. Manage the implementation of the acquisition, logistic, and contract management policies, processes and procedures, Manage logistics and disposal management policies processes and procedures, Provide strategic and annual supply chain logistics and disposal management planning, Monitor procurement performance and compliance services. Ensure that all procurement is in compliance with the supply chain management policies and procedures of the OCJ. Align procurement plan, policies and strategies with the annual budget. Ensure that the receipt of goods and services are submitted to finance department for processing. Oversee the development, maintenance and utilisation of the central supplier database. Manage the Directorate, Maintenance of discipline, Management of performance and development, Oversee Human Resource and other related administrative functions, Manage the implementation and maintain efficient and effective communication arrangements, Develop and manage the operational plan of the sub-directorate and report on progress as required, Manage the implementation and maintain processes to ensure proper control of work, Serve on transverse task teams as required, Manage procurement and asset management for the directorate. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

- ENQUIRIES** : Technical related enquiries: Tel No: (010) 493 2589
- APPLICATIONS** : HR related enquiries: Mr SW Meko Tel No: (010) 493 2500
- NOTE** : Applications can be sent via email at Recruitment53@judiciary.org.za
- OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. 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. (Only when shortlisted)
- POST 41/45** : **DIRECTOR INTERNAL AUDIT REF NO: 2024/192/OCJ**
- SALARY** : R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Auditing / Internal Audit and Accounting/ or equivalent relevant qualification at NQF level 7 as recognized by SAQA. A minimum of five (.5) years' internal audit / audit experience at middle management level. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Skills and Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations. Strategic Capability and Leadership Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Self –driven and ability to meet deadlines. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake pre-entry assessments.
- DUTIES** : Draft and contribute in the development of the Internal Audit strategy, Performance Plans, Risk-based strategic plan, Audit policies and methodology. Manage the implementation of the Internal Audit Strategy, Policies and Methodology. Direct and manage the execution of risk-based audit projects including Financial, Performance, Governance, Compliance, IT and Forensic

investigation services. Managing the internal audit processes, review audit engagement letters, working papers and reports while ensuring quality and compliance with regulations, policies and standards. Manage the follow up processes to ensure implementation of corrective actions to address audit findings. Provide support to the CAE and secretariat services to the Audit and Risk Committee. Ensure effective and efficient utilization of resources allocated to the Unit. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES

: Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500
 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771

APPLICATIONS NOTE

: Applications can be sent via email at Recruitment54@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. 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. (Only when shortlisted)

POST 41/46

: **DIRECTOR: COURT OPERATIONS REF NO: 2024/ 193/OCJ**

SALARY

: R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: Gauteng Provincial Service Centre
 : Applicants must be in possession of a three-year Bachelor's Degree or Advanced Diploma (NQF Level 7) in Management, Social Sciences, Public Administration, Public Management or an equivalent qualification at NQF level 7 as recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of five (5) years' experience at middle/senior management level. A valid driver's license. Relevant work experience in the field of law, court administration or operations management environment will be an added advantage. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Technical Knowledge Competencies: Public Service Act, 1994; Public Service Regulations, 2016; Basic Conditions of Employment Act, 1997; Labour Relations Act, 1995; Treasury Regulations, 2022; Public Financial Management Act, 1999; Departmental Financial Instructions; Approved departmental delegation and a good understanding of departmental prescripts, policies and frameworks (e.g. departmental codes). Behavioural Competencies: Strategic Capabilities 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 (written and verbal); People Management and Empowerment; Client Orientation and Customer Focus; Honesty and Integrity. All shortlisted candidates shall undertake pre-entry assessments.

DUTIES

: Manage administrative support to courts in the Division of the High Court and Specialized Court (Land Claims and Labour and Labour Appeals Court); Manage the provisioning of library and research; Manage case and courts records; Manage quality assurance and auxiliary services; Manage, monitor and evaluate the functioning of courts in the division of the High Court and Specialized Courts (Land Claims and Labour and Labour Appeals Court) and Manage the utilization of resources. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES

: Technical enquiries: ADV W Lambley Tel No: (010) 493 2561
 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS NOTE

: Applications can be sent via email at Recruitment55@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. 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. (Only when shortlisted)

OTHER POSTS

POST 41/47 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 2024/194/OCJ**

SALARY : R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Free State Provincial Service Centre

REQUIREMENTS : Applicants must be in possession of a three (3) year National Diploma/Bachelor Degree (NQF level 6/7) in Finance and/or Accounting, Auditing or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of five (5) years' relevant experience of which three (3) years must be at Assistant Director level (must be clearly indicated in CV). Knowledge of GRAP/GAAP, financial management and accounting. Sound track record in financial accounting in the public service or entities. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of financial and operational prescripts that govern the department and public sector. Knowledge of transversal systems used in the public service e.g. BAS, PERSAL and JYP or LOGIS (courses attended must be clearly indicated in CV). Knowledge of budgeting of the Vote Account. Knowledge of budgeting. Knowledge of payroll and the basic conditions of service. A valid driver's license. Skills and Competencies: Computer literacy (Microsoft Office). Communication skills (written and verbal). Problem solving and decision-making skills. Ability to work under pressure and meet deadlines. Numerical, analytical and reporting skills. Assertiveness, accuracy and attention to detail. All shortlisted candidates shall undertake two compulsory pre-entry assessments. One will be a practical exercise based on the post's technical and general requirements and the second an assessment on integrity (ethical conduct). All shortlisted candidates shall undertake two compulsory pre-entry assessments. One will be a practical exercise based on the post's technical and general requirements and the second an assessment on integrity (ethical conduct).

DUTIES : Advice and assist the provincial head in the exercise of powers, functions and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Prepare financial statements. Facilitate internal and external audits. Manage bookkeeping and financial quality control services. Establish and maintain effective, efficient and transparent systems and internal controls. Determine the long-term direction of provincial finance services and relate these to present and future strategic goals. Manage and direct the section's staff and budget. Manage supply chain management and procurement processes. Manage assets and disposal processes.

ENQUIRIES : Technical related enquiries: Mr. L.J Kolosa Tel No: (051) 492 4540

HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4585

APPLICATIONS : Applications can be sent via email at Recruitment56@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 41/48 : **CHIEF REGISTRAR REF NO: 2024/195/OCJ**
(Re-Advertisement, Candidate who previously applied are encouraged to re-apply)

SALARY : R556 356 - R1 314 666 per annum, (MR6), (Salary will be in accordance with Occupation Specific Dispensation determination) Shortlisted candidates will be required to submit service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape Division of The High Court: Kimberley

REQUIREMENTS : Applicants must be in possession of a LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of eight (8) years' experience as a Registrar. Computer literacy, Leadership and managerial experience. A valid driver's license. All shortlisted candidates shall undertake pre-entry assessment. Skills and Competencies: Excellent communication skills (verbal and written). Numerical skills. Technical expertise. Attention to detail. Planning,

organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professional appearance and conduct.

- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make input on amendments of court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the High Court. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices. Managing Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Manage the performance of Registrars.
- ENQUIRIES** : Technical enquiries: Adv D Plaatjies Tel No: (053) 492 3522
HR enquiries: MS L Wymers Tel No: (053) 492 3533
- APPLICATIONS** : Applications can be sent via email at Recruitment57@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 41/49 : **STATISTICIAN REF NO: 2024/197/OCJ**

SALARY : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of The High Court: Mthatha

REQUIREMENTS : Applicants must be in possession of a three year national Diploma /Degree (NQF level 6/7) in Statistics or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. qualification. A minimum of three years of experience in a statistical/data collection environment is required. A valid driver's license. Skills and Competencies: Knowledge of relevant policies and strategies related to statistics, Proficiency in statistical analysis and reporting •Strong analytical and communication skills Problem-solving and motivational abilities. Presentation and facilitation skills, Computer literacy particularly in MS Office, Excellent interpersonal skills, maintaining professionalism at all times Attention to detail and the ability to work under pressure, Self-motivated with patience and self-control. All shortlisted candidates shall undertake pre-entry assessment.

DUTIES : Manage and administer data collection on court processes, ensuring accuracy and reliability. Identify data requirements and collate data using uniform tools as requested. Maintain databases and input data into reporting tools, liaising with information sources as necessary. Identify training needs and conduct information sessions and training Perform follow-up activities to verify and clean data before processing. Analyse and report on the court's monthly, quarterly, and annual statistics. Ensure compliance with relevant codes and legislation when handling files. Prepare and present cases for audit purposes and manage the staff component related to these functions.

ENQUIRIES : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

APPLICATIONS : Applications can be sent via email at Recruitment58@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 41/50 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2024/198/OCJ**

SALARY : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants must be in possession of a three-year National Diploma/Degree (NQF level 6/7) in Financial Accounting/ Financial Management/Cost

Management or Cost Accounting at (NQF level 6 with 360 credits) or equivalent qualifications at NQF level 6 equivalent with 360 credits as recognized by SAQA. A minimum of three 3 years' experience in Asset Management at a supervisory level. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, Modified Cash Accounting Standards. Knowledge of the procurement directives and procedures. Computer literacy. Communication skills, both written and verbal. Ability to work in a team. Planning and organizing skills. Independent and focused. Problem solving, decision making and Innovative. Extensive travelling is required. All shortlisted candidates shall undertake pre-entry assessment.

- DUTIES** : Assist with the design and implementation of an internal control system for departmental owned and leased assets. Ensure maintenance of the Asset Register (included leased assets) and ensure compliance to PFMA, Treasury Regulations, Modified Cash Accounting Standards, and other prescripts. Assist with the design and implementation of asset management policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalization, derecognition, and all other accounting for assets (including leased assets and disposed assets is in compliance with the Modified Cash Accounting Standards. Ensure that expenditure for assets has been correctly classified. Assist with the development of strategies to coordinate physical verification activities in order to provide status information around the existence and condition of assets (including leased assets). Monitor and evaluate compliance of policies and processes. Facilitate the management of verification process on assets (including leased assets). Control, monitor and evaluate the asset register to be up-to date. Facilitate the disposal of assets across the Department in line with policy directives. Assist in resolving audit queries and ensure completeness and accuracy. Guide and assist Courts with assets management & disposal related enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff. Assist the Director: Asset Management to carry out delegated functions.
- ENQUIRIES** : Technical Related Enquiries Mr O Gaeadingwe Tel No: (010) 493 2905
HR Related Enquiries Mr. A Khadambi Tel No: (010) 493 2500
- APPLICATIONS** : Applications can be sent via email at Recruitment59@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 41/51 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 2024/199/OCJ**

SALARY : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants must be in possession of a three (3) year National Diploma/ Degree (NQF level 6/7) in Strategic Management/ Public Management/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA, A minimum of three (3) years' experience in the relevant field. A valid driver's license, Skills and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service, Policy analysis and development, Project management, Knowledge Management, Business process modelling, Computer literacy, Good communication skills, Financial Management skills Analytical Skills, Decision making, Problem solving and analysis skills, Communication skills (verbal & written), Presentation skills, Strategic Planning skills, Strategic capability and leadership skills. All shortlisted candidates shall undertake pre-entry assessment.

DUTIES : Assist in facilitating and coordinating the process for the development of the departmental Strategic Plans, Annual Performance Plans and Operational Plans. Conduct Research for the development of the Situational Analysis for the OCJ. Assist in the development of the departmental Annual, Mid-Term and End-Term Reports. Compile the Strategy and Service Delivery Planning Unit's Monthly and Quarterly Performance Reports including Expenditure Reports. Manage assets of the Strategy and Service Delivery Planning Unit in line with relevant Assets Management Policies. Supervise and coordinate the Performance Management Development Systems (PMDS) of all administration staff within the Strategy and Service Delivery Planning Unit. Provide ad-hoc administrative support to the Chief Directorate: Strategy & Systems.

- ENQUIRIES** : Technical related enquiries: Mr Molefi Masilo Tel No: (010) 493 2500 HR related enquiries
- APPLICATIONS** : Technical/HR related enquiries: Ms N Naidoo Tel No: (031) 493 1723
- NOTE** : Applications can be sent via email at Recruitment60@judiciary.org.za
- : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 41/52** : **ASSISTANT DIRECTOR: COURT INTERPRETING REF NO: 2024/200/OCJ**
- SALARY** : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Provincial Service Centre: Johannesburg
- : Applicants must be in possession of a three (3)-year National Diploma/Degree (NQF level 6/7) in Legal Interpreting or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience at a supervisory level (Principal Interpreter). A driver's license. Skills and Competencies: People Management, Full command of Languages, Knowledge of Court Procedures, Cultural diversity, Knowledge of Public Services, Legislation, Prescripts and Regulations, Communication skills (verbal and writing), Listening skills, Interpersonal skills, Time management, Computer literacy (MS Office), Analytical thinking, Problem solving, Planning and organizing, Ability to work under pressure. All shortlisted candidates shall undertake pre-entry assessment.
- DUTIES** : Manage legal interpreting, language services and stakeholder relations in the Cluster. Develop and manage the business plan for the Cluster. Manage special projects of legal interpreting and language services activities. Manage training and developing of Court Interpreters, Supervise and develop staff.
- ENQUIRIES** : Technical/HR related enquiries: Ms T Mbalekwa Tel No: (010) 493 8515
- APPLICATIONS** : Applications can be sent via email at Recruitment61@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 41/53** : **ASSISTANT DIRECTOR: IT AUDIT & DATA ANALYTICS REF NO: 2024/201/OCJ**
- SALARY** : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- : Applicants must be in possession of a three-year National Diploma/Degree in Computer Science/ Accounting/ Auditing or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in the Internal Audit environment. Experience in information technology (IT) audits will be an added advantage, A valid driver's license, Skills and competencies: Knowledge of DPSA ICT and Governance Framework, Control Objectives for Information and Related Technology (COBIT), National Institute of Standards and Technology (NIST), Information Technology Infrastructure Library (ITIL), Ability to use Data Analysis Applications and Computer Assisted Audit Techniques (CAATs). Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations, Problem solving and Analysis. Supervisory Skills. Analytical Thinking. Self-driven and ability to meet deadlines. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. All shortlisted candidates shall undertake pre-entry assessment.
- DUTIES** : Participate in the development of strategic internal audit plan and annual internal audit plans. Conduct IT Audit project planning, business process reviews, execution, project supervision and reporting. Use of data analytics tools. Supervise the planning and execution of audit projects. Compile reports on audit findings and make recommendations thereof. Ensure follow-up on the implementation of management action plans for reports issued. Assist with management of the Internal Audit technology and Data Analytics Tools. Engagement with IT, System and Data Owners as well as the Administrators. Data analytics, collating and reporting of data on monthly and quarterly basis to Management and for each audit project. Keep abreast with new developments in the internal audit environment. Supervise and develop staff. Render administrative tasks in support of audits.
- ENQUIRIES** : Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500
- : HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771

- APPLICATIONS NOTE** : Applications can be sent via email at Recruitment62@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 41/54** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2024/202/OCJ**
- SALARY** : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
 : Applicants must be in possession of a three (3) year National Diploma/Degree (NQF level 6/7) in Internal Audit/ Auditing/ Accounting or equivalent relevant qualification at (NQF level 6) with 630 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field. A valid driver's license. Skills and Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations, Problem solving and Analysis. Supervisory Skills. Analytical Thinking. Self-driven and ability to meet deadlines. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. All shortlisted candidates shall undertake pre-entry assessment.
- DUTIES** : Participate in the development of strategic internal audit plan and annual internal audit plans. Conduct audit project planning, business process reviews, execution, project supervision and reporting. Supervise the planning and execution of audit projects. Compile reports on audit findings and make recommendations thereof. Ensure follow-up on the implementation of management action plans for reports issued. Maintain efficient and effective controls by achieving the department's internal audit objectives. Keep abreast with new developments in the internal audit environment. Supervise and develop internal auditors. Render administrative tasks in support of audits.
- ENQUIRIES** : Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500
 : HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
- APPLICATIONS NOTE** : Applications can be sent via email at Recruitment63@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically persons with disabilities and women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



- CLOSING DATE** : 22 November 2024 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications, any disciplinary proceeding and a security clearance. Posted, hand delivered or email applications will be accepted, late applications will not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Applications must be submitted as a single document/one attachment to the email addresses specified for each position. (kindly note that the emailed applications and attachments should not exceed 15MB)
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 38 dated 18 October 2024 closed 01 November 2024 (1) Chief Engineer: Structural (Grade A), Centre: Gqeberha Regional Office Ref No: 2024/97 is withdrawn.

OTHER POSTS

- POST 41/55** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2024/98**
(Re-advertisement for Ref No: 2024/85 PSVC 33 of 2024, Applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 200 426 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Gqeberha Regional Office
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience. Compulsory registration with ECSA/Relevant council as a Professional Engineer. Knowledge of mechanical engineering best practices and aspects of the building and construction environment, extensive knowledge and experience in the development, implementation and oversight of recovery plans when projects are lagging. Knowledge of PFMA, OHSA, Supply Chain Management, Contract Management, good technical and innovative problem-solving abilities. Computer literacy and experience in the application of Mechanical Engineering software in the use of dashboards to track progress. Good interpersonal and negotiation skills. Applied knowledge of all Built Environment legislatives/ regulating requirements. Excellent writing and presentation skills. A valid driver's license and the ability/ willingness to travel.
- DUTIES** : Provide technical lead in proposal preparations, define technical resources requirements for successful work execution, perform final review and approval or audits on new engineering designs according to design principles, set maintenance standards specifications and service levels according to organisational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on engineering related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures, infrastructure, scrutinize and approve fee accounts of consulting engineers. Mentor train and develop candidates and related technical personnel to promote skills/knowledge. Transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : Mr. S. L. Jikeka Tel No: (041) 408 2074
- APPLICATIONS** : Port Elizabeth Regional Office applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE24-04@dpw.gov.za
- FOR ATTENTION** : Ms. P. Buwa
- POST 41/56** : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/99 (X3 POSTS)**
(Re-advertisement for Ref No: 2024/83 PSVC 33 of 2024 (X3 posts), Applicants who previously applied are encouraged to reapply)
- SALARY** : R1 200 426 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Pretoria Regional Office
- REQUIREMENTS** : National higher diploma (Built Environment field) with a minimum of 6 years' post qualification experience as a Professional Construction Project Manager with the SACPCMP/Relevant Council. B-Tech (Built Environment field) with a minimum of 6 years' post qualification experience as a Professional Construction Project Manager with the SACPCMP/Relevant Council. Honours degree in any Built Environment field with a minimum of 6 years' post qualification experience as a Professional Construction Project Manager with the SACPCM/Relevant Council. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high-performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.
- DUTIES** : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage

construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES
APPLICATIONS

- : Mr D. Sewada Tel No: (012) 310 5399
- : Pretoria Regional Office applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria or email to: RecruitPTA24-04@dpw.gov.za
- : Ms. K. Tihapane/ Ms. MC. Lekganyane

FOR ATTENTION

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 : 22 November 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>.

ERRATUM: Kindly note that the following post were advertised in the Public Service Vacancy Circular 40 dated 01 November 2024, Director: Financial Administration with "REF NO: DD FA" and Deputy Director: Assets, Logistics and Risk Management with "REF NO: DD ALR", The word Network was erroneously added to the requirements of the posts. The closing date is amended from 15 November 2024 to 22 November 2024.

OTHER POSTS

POST 41/57 : **DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DD: RTR (X3 POSTS)**

SALARY : R849 702 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree (NQF level 7) in Economics / Public Administration/ Developmental Studies/ Social Science / Business Management or equivalent / related as recognised by SAQA. Post graduate qualification in Law and Business processing Improvements / Research methods would be considered an added advantage. 5 years' experience at a functional specialist in developing regulatory frameworks / policy development / strategy / research. Functional experience at ASD level would be considered an advantage. Experience in regulatory reform, public policy, business environment or a related field. Proven track record in managing and implementing regulatory reform initiatives. Experience in policy analysis, development and implementation. Expertise in red tape reduction and regulatory reform for the MSMEs sector or business environment. Broader understanding of government regulations, laws and policies. Experience working with stakeholders, including government officials, businesses and civil society. Training in Ms Packages, Project Management and Valid drivers licence.

- Demonstrate competence in: Communication (verbal and written), Basic Strategic leadership, Intermediate Financial Management, Basic People Management & Standard Project Management, Advanced Analysis and Critical Judgement, Advanced Client orientation and customer focus, Advanced Stakeholder relations and Basic Networking, Standard Service delivery and innovation and Basic Programme Design and Delivery.
- DUTIES** : Develop and review Red Tape Reduction Action Plans at National, Provincial and Local government spheres from a regulatory perspective inclusive of but not limited to: (providing analysis on regulatory impediments affecting MSMEs, conducting research to provide policy options related to MSMEs sector, providing inputs on annual performance plans for the Directorate, developing and implementing national red tape reduction framework. streamlining government processes and procedures to ensure ease of doing business etc). Monitor implementation of Red Tape Reduction Action Plans and provide recommendations for improvement aligned to policy and legislation. Conduct business climate assessment inclusive of but not limited to: (Data collection via climate surveys / interviews / report review etc, Identify key factors that impact mission readiness and cohesion). Coordinate red tape reduction dialogues across the public and private sector and build trend analysis of key red tape related issues for MSMEs and Cooperatives. Conduct roll-outs awareness etc. Manage sub-directorate (Resources, Operations, Risks, Audits, Transversal Committees). 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** : 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: DD FA" "REF NO: DD: RTR
- 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).
- POST 41/58** : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT (PRIMARY) REF NO: DD: SSSP**
- SALARY** : R849 702 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Economics / Business Administration / Development Studies or equivalent / related as recognised by SAQA. Postgraduate in Economics/ Business Administration / Development Studies would be considered an added advantage. 3 years relevant experience in Economic Development sector with specific focus in Agriculture / Mining / Fisheries / Forestry / Environmental Management at a supervisory/managerial (ASD) level. Training in Ms Packages, Project Management and Valid driver's licence. Have competencies in: Communication (verbal and written), Problem-Solving and analysis, Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills and Research and Report writing.
- DUTIES** : Develop and review Red Tape Reduction Action Plans at Develop, review, promote policy frameworks and strategies to ensure the development, and maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Conduct Research inclusive of but not limited to: (Conduct extensive research to inform decision making regarding support requirements within the economic value chain (Primary, Secondary and Tertiary), b)Benchmark and develop case studies against best practices in production processes (cultivation and production processes, storage and logistics, processing and manufacturing of products and services, packaging labelling and channelling finished products/services to market for consumption) in relation to sector strategies, policies, innovations and common practices etc). Identify challenges, gaps, performance, and trends regarding the implementation of deliverables of the Masterplan and propose solutions as well as report on implementation, progress and support provided across assigned areas. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. Manage the

		operations and resources of the sub directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
<u>ENQUIRIES</u>	:	for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
<u>APPLICATIONS</u>	:	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: "REF NO: DD: SSSP
<u>NOTE</u>	:	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).
<u>POST 41/59</u>	:	<u>ASSISTANT DIRECTOR: SECTOR SPECIFIC SUPPORT (TERTIARY SECTOR) REF NO: ASD SSS TRS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Pretoria Bachelor's Degree (NQF level 7) in Economics, / Business Management/Development Studies/ Public Administration equivalent or related as recognised by SAQA. 3 years' experience in either one of the following sectors: Financial Services, Tourism, Retail & Wholesale, Transportation, Communication, Information Technology. Training in MS Office Packages, Advanced Management Development Programme and Project Management. A valid driver's licence is required. Postgraduate qualification in Economics, / Business Management/Development Studies/ Public Administration would be an added advantage. Have competencies in: Communication (verbal and written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations and Networking, Service Delivery Innovation, Basic Policy Development, Technical and business analysis and Small Business feasibility and viability assessments.
<u>DUTIES</u>	:	Conduct research aimed at: identifying best practices for the development of policies and strategies for sector development specific value chain (Tertiary Sector) in respect of Financial Services, Tourism, Retail & Wholesale, Transportation, Communication, Information Technology etc, conducting comparative studies between the available tools, policies, strategies, and programmes on the development of the sector master plan and programmes to assist in selecting the best fit for the South African Small Enterprise ecosystem. Draft policy and strategy implementation guidelines for sector development (Tertiary - Financial Services, Tourism, Retail & Wholesale, Transportation, Communication, Information Technology etc). Analyse programme designs models, programmes, instruments and guidelines for access to business infrastructure and Business Development Services support. Coordinate the piloting of new and improved sector development programmes and assist in other areas within the primary sector as and when required. Implement norms and standards, identify weaknesses, gaps in service delivery and implement innovative solutions to improve service delivery. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
<u>ENQUIRIES</u>	:	for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
<u>APPLICATIONS</u>	:	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: ASD SSS TRS"
<u>NOTE</u>	:	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).
<u>POST 41/60</u>	:	<u>ASSISTANT DIRECTOR: SECTOR WIDE MONITORING & EVALUATION (INTERNAL) REF NO: ASD SWMEI</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Pretoria An undergraduate qualification (NQF level 7) in Demography / Applied Statistics/ Research/ B. Com in Quantitative management equivalent or related

as recognised by SAQA. Postgraduate qualification in Monitoring & Evaluation would be an added advantage. 3 years' experience preferably in M&E/ Research/ Demography and Statistical analysis. Technical knowledge and proof of competencies in at least two of data analysis software for Quantitative such as SPSS, JMP, SAS STATA and for Qualitative analysis i.e Atlas.ti, MAXQDA, and or in Vivo. Technical knowledge and proof of competencies in data collection management, and quality assurance will be considered an added advantage. Extensive training in MS Office Packages (Excel, PowerPoint, PowerBI and Word) proof of competencies will be an added advantage. A valid driver's licence is required (willingness to drive for the purpose of data collection). Postgraduate certificate in Monitoring and Evaluation will be considered an added advantage. Have competencies in Communication (verbal and written), Research Report writing skills, Qualitative and quantitative research methods skills, Planning and Organising Skills, Presentation and facilitation skills, ICT governance and innovation skills, Monitoring and evaluation skills and Mathematical abilities.

- DUTIES** : Provide technical support in testing data against indicators and/or pre-determined objectives and in the automation, integration, and sharing of data for multiple user purposes, i.e., planning, reporting, and/or triangulation. Provide evaluation support inclusive of but not limited to: pre-testing of the data collection instruments to ensure the data generated responds to the key evaluation questions and prepares reports, provide preliminary inputs into the review and development of M&E frameworks, guidelines, and others based on the development in the M&E domain, participate in the data collection process at the level of monitoring and evaluation etc. Undertake routine monitoring (real-time) of data generated at level of intervention outputs and outcomes for preparation of independent performance reporting to promote public accountability and provide technical advice on the applicability and responsiveness of quantitative and qualitative data instruments proposed for monitoring and evaluation assignments. Supervise employees, manage performance, conduct, and discipline, provide on-the-job job training, and facilitate training and development of supervisees etc. 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) 394-5286/3097
- APPLICATIONS** : 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: ASD SWMEI"
- 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).
- POST 41/61** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: ASD IGR (X2 POSTS)**
- SALARY** : R444 036 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (NQF7) in Public Administration / Political Science / Development Studies or equivalent/related as recognised by SAQA. 3 years' experience in the public sector preferably in intergovernmental relations and Stakeholder Management. Training in MS Office Packages. Project Management and valid driver's licence will be considered an added advantage. Have competencies in: Communication (verbal and written), Problem-Solving and analysis, Planning and Organising Skills, Interpersonal skills and Stakeholder relations, Data analysis and interpretation, Negotiation skills, Diplomacy and Project and Programme Management.
- DUTIES** : Provide technical support services in the development and review of policy and frameworks to support intergovernmental relations. Provide support on multilateral engagements, bilateral relations to promote SMME development across all spheres of government. Coordinate operations of intergovernmental structures across all spheres of government. Draft reports on status of SMME support across all spheres of government Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Coordinate and maintain relationships with various stakeholders within the IGR fora.

- ENQUIRIES** : for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- APPLICATIONS** : Candidates must submit applications to recruitment7@dsgd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying. i.e. "REF NO: ASD IGR"
- 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 DSGD EE Plan).

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 22 November 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 41/62 : **SCIENTIST MANAGER GRADE A REF NO: 221124/01**
Branch: Water Resource Management
Dir: Resource Quality Information Services

SALARY CENTRE REQUIREMENTS : R1 042 170 per annum, (all-inclusive OSD salary package)
: Pretoria (Roodeplaat)
: An MSc degree or relevant qualification in Numerical, Earth or Natural Science. A postgraduate qualification in information systems analysis, design and development supported by relevant experience will be added advantage. Six (6) years post BSc Natural Scientific experience. Compulsory registration with South African Council of Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's licence. Working knowledge of National Water Act, 1998 (Act No 36 of 1998), related legislation policies. Computer literacy. Knowledge of PFMA And Occupational Health and Safety Act. Planning and organising, people management, conflict management, negotiation, change management skills. Mentoring of candidate scientists. Experience in programme/project management, and financial management skills. Good communication, presentation, and networking skills. Ability to review technical and scientific reports and provide recommendations. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. The ability to work independently, to interact with internal/external stakeholders,

Professional Service Providers (PSPs) and planning partners in the water sector. Working knowledge of research and development. Computer aided scientist applications. Creation of high-performance culture. Sound administrative skills and a demonstrated commitment to service delivery.

DUTIES : Provide leadership and management to the Sub-directorate: Resource Quality Information. Lead the analysis, design, development and maintenance of water quality information databases and systems. Lead, coordinate and develop methodology for the analysis and generation of water resource quality data, information and knowledge products. Develop and implement water resource quality information dissemination tools. Lead and coordinate technical reporting and publication of water resource quality information, through reports, publications and websites. Review scientific documents and publications on water resource quality information. Lead and coordinate training of the DWS officials and the DWS entities on the use of water resource quality information databases and systems. Compile technical, scientific, performance reports, operational plan, demand management plan and procurement plan.

ENQUIRIES : Ms T Masilela Tel No: (012) 808 9619

APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit41HO@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 41/63 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 221124/02**
 Branch: Infrastructure Management: Eastern Operations
 Dir: WRIOM Operations Eastern
 This is a re-advertisement, applicants who previously applied must re-apply

SALARY : R873 840 per annum, (all-inclusive OSD salary package)

CENTRE : Midmar Dam

REQUIREMENTS : A Bachelor of Technology(B-Tech) Degree in Engineering in Mechanical or Electrical Engineering. Six (6) years post qualification technologist experience in Mechanical or Electrical engineering. Compulsory registration with the Engineering Council of South African (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired drivers license. Knowledge and Experience of Works Management and SAP PM will be advantageous. Knowledge of Operations and Maintenance management (O&M), project management, contracts management and procurement processes (SCM). Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.

DUTIES : Work in the cluster office Technical Services sub directorate as one of the technical leaders that supports Area Offices. Manage Water Infrastructure O&M work streams with technical support from a team of Engineers, Technologist, Technicians, Artisans and Associates in the field. Ensure the promotion of safety in line with statutory and regulatory requirements. Lead work streams that involve evaluation of existing technical manuals, standard drawings, and procedures to incorporate new technology. Manage execution of CAPEX projects through Term Contractors. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative activities, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Participate in cluster-performance enabling committees such as OHS Committee, Disposal committee, BID committees, security forums, MANCO and as per operations need. Attend to Risk and Disaster Management matters. Research and Development through continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the Area office footprint, Cluster office footprint and nationally for Chief Directorate's business calls. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. This is one of the Senior

Technical roles in the cluster therefore, the candidate is required to have good leadership skills and will be expected to mentor the junior technical personnel.

ENQUIRIES APPLICATIONS : Mr TH 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 41/64 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 221124/03**
Branch: Water Resources Management
Dir: Water Resource Policy Strategy and Evaluation
Sub-Unit: Disaster Management

SALARY : R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Pretoria Head Office
: A Science Degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification Natural Scientific experience. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Understanding of scientific methodologies and models. Knowledge of research and development. Understanding of computer aided scientific applications. Knowledge of legal compliance, technical report writing, creating high performance culture and professional judgement. Understanding of data analysis, policy management and analysis. Decision making, team leadership, analytical skills, creativity, financial management, customer focus and responsiveness. Good communication skills both (verbal and written). Understanding of networking, people management, planning and organising. Change management, problem solving and analysis. Understanding of water related and disaster management legislations, regulations and other relevant legislation. Willingness to travel extensive hours.

DUTIES : Develop, implement and review guidelines and plans on water related disaster risk management. Develop contingencies and emergency preparedness strategies to mitigate against water related disasters. Conduct risks assessment on water related disasters to determine capacity within DWS and the Catchment to map the areas of concerns and implement strategies. Coordinate collaboration with water sector stakeholders to ensure compliance with Disaster Management Act. Assist in the management of projects and conduct water related disaster research in order to adopt best practices. Assist in the establishment of internal platform to coordinate the disaster management activities within DWS for management of water related disasters to enable reporting to National Disaster Management Centre. Prepare reports on water related disaster management activities and submit to relevant structures. Monitor and report on the implementation of water related disasters. Respond to ministerial enquiries, client queries within and outside the Department. Participate in the water related disaster management task team and other relevant committees. Provide inputs in the projects relevant to the management of water resources initiated by the Department. Facilitate disaster management training, workshops and career development of staff. Provide inputs to the Operational Plan of the Directorate.

ENQUIRIES APPLICATIONS : M Mofokeng Tel No: (012) 336 6560
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit41HO@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 41/65 : **CONTROL ENVIRONMENTAL OFFICER GRADE A WATER SERVICES REGULATION REF NO: 221124/04**
Branch: Provincial Operations: Free State: Regulation Compliance and Enforcement

SALARY : R580 551 per annum, (OSD)
CENTRE : Bloemfontein

- REQUIREMENTS** : A four (4) year Degree or equivalent in Environmental Management or Natural Science field. Six (6) years post qualification in Water Services Management or Regulation. Previous involvement as assessor for regulatory programmes such as Blue Drop, Green Drop, No Drop, and Institutional Performance Assessment Program (IPAP) will serve as an added advantage. The disclosure of a valid unexpired drivers license. Effective management and leadership skills. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), and other software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals outside of the organization. Effective analytical and problem-solving skills. Good planning and organizing skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience in Project and Programme Management. Research and Development skills. Technical report writing and professional judgement skills. Data analysis and presentation skills. Knowledge of policy development and analysis. Financial Management Skills. Understanding of Public Finance Management Act (PFMA), National Water Act (NWA), Water Services Act (WSA) and related legislations. Willingness to travel extensive hours.
- DUTIES** : Conducting of inspections on water and wastewater systems infrastructure and compilation of detailed inspection reports with recommendations. Compliance monitoring and compilation of reports for drinking and wastewater quality. Issuing of non-compliance letters for drinking water and wastewater quality failures, and monitoring of rectification actions. Monitoring loading of water services data by WSIs in the Integrated Regulatory Information System (IRIS). Investigation of drinking water quality failures, issuing relevant non-compliances letters and initiating of emergency management protocol when necessary. Investigate and compile detailed reports of sewer spillage and pollution incidents. Regulation of municipal water use efficiency. Compilation of presentations for catchment management forums and DWS management. Conduct assessments relating to regulatory programmes such as Blue Drop, Green Drop, No Drop, and Institutional Performance Assessment Program (IPAP). Coordinating submission and monitoring implementation of submitted corrective action plans for the Blue Drop, Green Drop, No Drop, and IPAP programmes. Evaluate and provide comments on Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans relating to infrastructure developments projects (e.g. housing developments, shopping centres, etc.). Provide inputs to the Operational Plan of the Directorate. Assist with budgeting and procurement processes of the sub-directorate. Assist with compilation and submission of monthly, quarterly and annual reports (finance, performance, and risk) for the sub-directorate. Manage and supervise work of subordinates.
- ENQUIRIES** : Mr N Musekene Tel No. (051) 405 9000
- APPLICATIONS** : Free State (Bloemfontein): Please email your application quoting the relevant reference number on the subject line to: FSWSR@dws.gov.za or hand deliver at 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 Z Matshiana
- NOTE** : In the filling of vacant post, 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.
- POST 41/66** : **CONTROL SCIENTIFIC TECHNICIAN GRADE A REF NO: 221124/05**
Branch: Water Resource Management
Dir: Resource Quality Information Services
- SALARY** : R522 741 per annum, (OSD)
- CENTRE** : Pretoria (Roodeplaat)
- REQUIREMENTS** : A National Diploma in Science or relevant qualification. Six (6) years post qualification technical scientific experience. Compulsory registration with South African Council of Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. The disclosure of a valid unexpired driver's license. An In-depth experience in standard water related analysis using the following techniques or instruments: Discrete analysers, Atomic Absorption Spectroscopy (AAS), Flow Injection analysis (FIA) and Inductively Coupled Plasma Optical Emissions Spectrometry (ICP-OES) instrument.

- Understanding and use of specialized software applications in the field of surface water. Previous exposure to a LIMS, ideally LabWare LIMS. Good sound knowledge of laboratory processes and ISO 17025:2017 requirements. People management and Conflict Management. Report writing skills.
- DUTIES** : The duties of the incumbent of the post will include the following: Organize, prioritize, prepare and analyse water samples in the Chemistry laboratory. Provide scientific input to the team in developing and maintaining superior laboratory software product knowledge. Evaluate enhancements and implement upgrades when required. Development of procedures and protocols for LIMS training and user purpose. Participate in laboratory audits and tender/procurement processes. Ensure the LIMS complies with all regulatory requirements and assist in compliance audits. Ensure the integrity, reliability and performance of LIMS is maintained. Ensures LIMS database is backed up and assist in disaster recovery testing. Participate in proficiency testing. Participate in competency evaluation sessions called planned job observations (PJOs) on all methods and procedures in order to be declared competent. The incumbent will be assessed by SANAS as a technical signatory. Supervise and train laboratory personnel to have a highly motivated and effective team. Provide the necessary technical and scientific guidance to other analysts to ensure the delivery of quality data. Develop, validate, verify, improve and audit analytical methods. Maintain and improve the instruments and equipment. Perform quality control on analytical results in order to release results to customers. Maintain and improve the implemented Quality management system. Maintain and improve a safe and healthy work environment.
- ENQUIRIES APPLICATIONS** : Ms. Joyce Lekekiso Tel No: (012) 808 9750
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to Recurit41HO@dws.gov.za or hand deliver to: Delta Continental Building, Conner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 41/67** : **ARTISAN FOREMAN GRADE A: MECHANICAL REF NO: 221124/06**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern
- SALARY CENTRE REQUIREMENTS** : R362 130 per annum, (OSD)
: Tzaneen Area Office
: Appropriate 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 APPLICATIONS** : Mr KS Thantsha Tel No: (015) 307 8600
: Northern Operations (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 41/68** : **ARTISAN FOREMAN GRADE A: ELECTRICAL REF NO: 221124/07**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central (Maintenance)
- SALARY** : R362 130 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	: Gariep Dam : Appropriate Electrical Trade Test Certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired drivers license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. Candidates may be required to complete a practical and theoretical test.
<u>DUTIES</u>	: Supervise the design and production of technical services: Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Supervise the maintenance of technical services. Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations and pipelines) and machinery. Service equipment according to schedule. Ensure quality assurance in line with specifications. Implement planned maintenance and update maintenance logbooks. Perform administrative and related functions. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure adherence to safety standards, requirements, and regulations. Compile and submit reports as required. Human and Capital resource management. Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	: Mr L.J Mkafane Tel No: (051) 754 0001 : Central Operations(Gariep Dam) Please email your application quoting the relevant reference number on the subject line to: RecruitmentGD@dws.gov.za or hand deliver to 1 Dam wall Gariep Dam, Admin Building or 1st Floor, Bloem Plaza Building, c/o East Burger and Charlotte Maxeke Streets, Bloemfontein, Human Resource office.
<u>FOR ATTENTION</u>	: Mr L. Sokutu
<u>POST 41/69</u>	: <u>ARTISAN FOREMAN GRADE A CIVIL REF NO: 221124/08</u> Branch: Infrastructure Management: Central Operations Dir Operations Central (Maintenance)
<u>SALARY CENTRE REQUIREMENTS</u>	: R362 130 per annum, (OSD) : Gariep Dam : Appropriate Trade Test Certificate in Plumbing/Carpentry. 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.
<u>DUTIES</u>	: Supervise the design and production of technical services. Supervise the maintenance of technical services. Perform administrative and related functions. Human and Capital resource management. maintenance of houses, offices and pump stations and buildings. Be able to interpret civil drawing and set out of works according to drawings. Must be able to work with artisans and tradesman and must be skilled with in-house water supply pipes and installation of geysers, must be able to maintain main water supply pipeline and main sewer pipeline. Ensure compliance with Occupational Health and Safety Act and PFMA. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into budgeting process, compile and submit reports as required. Manage and supervise artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES APPLICATIONS</u>	: Mr L.J Mkafane Tel No: (051) 754 0001 : Central Operations (Gariep Dam): Please email your application quoting the relevant reference number on the subject line to:

RecruitmentGD2@dws.gov.za or hand deliver to 1 Dam wall Gariiep Dam, Admin Building or 1st Floor, Bloem Plaza Building, c/o East Burger and Charlotte Maxeke Streets, Bloemfontein, Human Resource office.

FOR ATTENTION : Mr L. Sokutu

POST 41/70 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: 221124/09 (X4 POSTS)**
Branch: Provincial Operations: Gauteng
Dir: PROTO CMA

SALARY : R325 917 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Gauteng Provincial Office (Pretoria)
: A National Diploma in Natural or Environmental Sciences. One (1) or more years relevant experience in water resource management/environmental field will serve as an added advantage. The disclosure of a valid unexpired driver's license. Computer literacy, interpersonal relations/conflict management, negotiation and facilitation skills will serve as an advantage. The successful candidate must be willing to travel extensively, including to remote areas and work irregular hours.

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

ENQUIRIES APPLICATIONS : Mr ME Matseba Tel No: (012) 392 1374
: Gauteng Provincial Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception.

FOR ATTENTION : Ms Margaret Mohuba

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

- APPLICATIONS** : applications for all posts: Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300). OR: e-mail to erecruitment@fseducation.gov.za , Regarding e-mailed applications: Applications must be submitted as a single document/one attachment to the e-mail address specified for each position. (kindly note that e-mailed applications and attachments should not exceed 15MB). It remains the candidate's responsibility to ensure that their application is successfully submitted.
- CLOSING DATE** : 22 November 2024
- NOTE** : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Entry level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into

SMS and the full details can be obtained by following the below link:
<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.
Certificate to be submitted prior to appointment.

MANAGEMENT ECHELON

<u>POST 41/71</u>	:	<u>DIRECTOR: ELEMENTARY EDUCATION & DEVELOPMENT REF NO: PS6/2024/01</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive salary package. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein, Head Office Relevant B Degree qualification or equivalent qualification as recognized by SAQA. (NQF LEVEL 7). Post Graduate Qualification will be an added advantage. 5 Years' proven experience at a Middle Management Level in ECD sector. Valid Code B/EB Drivers license. Pre-entry certificate for the Senior Management Services to be submitted prior to appointment. Recommendations: Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organizational and people management skills; computer literacy; a highly developed interpretative and conceptualization/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations.
<u>DUTIES</u>	:	Ensure effective and efficient coordination and overall management of the ECD service in the province. To manage the implementation of strategic plan, Annual Performance Plan and the Operational Plan. To manage the performance of the unit in term of the Children's Act 38 of 2005 pertaining to partial care and Child Protection as well as the implementation of the National Curriculum Framework (NCF) and all other applicable legislations in the ECD sector. Ensure proper financial management and coordination in the ECD sector in line with the PFMA and related policies. Monitor and ensure timely transfer payments to ECDs. Ensure proper planning, coordination of professional development of Social Workers and ECD practitioners in the ECD sector. To ensure that Partial care database/registers are in place and monitored. Ensure that all ECD service is uploaded on the agreed upon Learner Management System. Ensure that capacity building support programs and training are conducted and monitored for ECD management and governance and output assessed. Ensure that the district quarterly review sessions are arranged and guidance is provided on the expected outcomes. Ensure the expansion of the ECD service within the province by providing the necessary support across the districts. Facilitate Inter-Sectoral Coordination to improve and better the ECD service.
<u>ENQUIRIES</u>	:	Mr. ET Montso Tel No: (051) 404 8426

OTHER POSTS

<u>POST 41/72</u>	:	<u>SOCIAL WORKER POLICY DEVELOPMENT: GRADE 1 REF NO: PS6/2024/02</u> Elementary Education & Development Directorate Permanent Grant Post
<u>SALARY</u>	:	R429 573 – R487 650 per annum, a basic annual salary.
<u>CENTRE</u>	:	Bloemfontein Head Office
<u>REQUIREMENTS</u>	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions, Compulsory registration with SACSSP as a Social Worker, A minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. A valid driving license. Grade 2:

A minimum of 18 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Recommendations: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems. Must be able to work effectively and cooperatively with persons of diverse backgrounds. Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms. Must be able to identify, define problems, analyze situations, apply critical thinking and develop solutions. Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multidisciplinary teams and multi- sectoral teams. Must be able to operationalize and implement the strategic imperatives and policies. Must be able to build and maintain a network of professional relations. Must be able to plan and organize the work of the work unit and groups. Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Must demonstrate social work values and the principles of human rights and social justice.

DUTIES : Develop, implement and maintain social work policies, Ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Demonstrate an in depth understanding of complex and advanced human behaviour and social systems. Intervene efficiently and effectively at the points where people interact with their environment in order to promote social wellbeing. Assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively. Provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Conduct social work research. Monitor, evaluate and quality assure all policies and legislation. Provide support to stakeholders. Review, develop, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.

ENQUIRIES : Mr L Tladi at (066) 0159 086

POST 41/73 : **ADMIN OFFICER REF NO: PS6/2024/03**
Elementary Education & Development Directorate
Permanent Grant Post

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07)
: Bloemfontein, Head Office
: An applicable 3 year Diploma or equivalent qualification (NQF 6). A valid Driver's license. Preference to candidates with relevant NQF Level 7 qualifications. Computer literacy and valid driver's license.

DUTIES : Chief User duties related to Supply Chain Management i.e. requisitioning and payments. Financial Management duties such as budgeting, commitment register and monthly compliance reporting. Supervising admin clerks.

ENQUIRIES : Mr L Tladi at (066) 0159 086

POST 41/74 : **WORKS INSPECTOR REF NO: PS6/2024/04 (X5 POSTS)**
Elementary Education & Development Directorate
Administration Sub Directorate
Permanent Grant Posts

SALARY CENTRE REQUIREMENTS : R255 450 – R300 912 per annum (Level 06), a basic annual salary
: Bloemfontein Head Office
: An applicable 3-year diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. 2 -3 years relevant experience and a Valid Driver's license.

DUTIES : Develop and interpret plans and sketches Prepare specifications and bill of quantities for maintenance and minor new work. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Brief contractors on projects and certify claims for fees. Ensure effective contract administration. Facilitate and

resolve problems emanating from projects and develop progress reports on projects. Ensure that SLA's are signed between the Department and the ECD centre. Gather and submit information in terms of the extended public works programme. Perform supervisory functions.

ENQUIRIES

: Mr L Tladi at (066) 0159 086

DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS

: applications for the Department of Social Development to be submitted to: Fezile Dabi: Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, No: 20, KGI Building, Cross Street, Kroonstad 9500 or Email to Recruitment.feziledabi@fssocdev.gov.za

CLOSING DATE

: 22 November 2024

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POSTS

POST 41/75

: **MANAGER: COMMUNITY DEVELOPMENT GRADE 1 REF NO: DSDFS 08/24 (X1 POST)**

SALARY

: R920 082 per annum

CENTRE

: Fezile Dabi District (Kroonstad Office)

REQUIREMENTS

: National Senior Certificate plus appropriate three –year tertiary qualification. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualifications. Knowledge of PFMA, Public Service Act, Treasury Regulation and Public Service Regulations. Knowledge of funding policy of the Department of Social Development. Computer literacy. Valid driver's license.

DUTIES

: Manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through efficient, effective and economical utilization of resources by the unit/sub directorate. Monitor, interpret and review legislation and policies to determine whether legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies, and develop new policies where required. Manage community development unit/sub directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new

developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.

ENQUIRIES : Ms. MIK Martins, District Director Fezile Dabi at 083 443 8343

POST 41/76 : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X2 POSTS)**

SALARY : R429 573 per annum

CENTRE : Fezile Dabi District:
Kroonstad Ref No: DSDFS 09/24 (X1 Post)
Sasolburg Ref No. DSDFS 10/24 (X1 Post)

REQUIREMENTS : National Senior Certificate plus an appropriate three-year tertiary qualification. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Community Development knowledge, skills, attitudes and values to engage in the social development of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at points where people interact with their environments in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Understanding of social dynamics. Presentation, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, Financial management and Supervisory skills. Valid driver's license.

DUTIES : To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g. in departments/provinces, NGO, local community structures and faith-based organizations) and stakeholders to facilitate intersectoral collaboration, integrated planning and establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service.

ENQUIRIES : Ms. MIK Martins, District Director Fezile Dabi at 083 443 8343

**PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY**

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



- APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Applications should be submitted online at: Jobs.gpt@gauteng.gov.za or <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached. 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
- CLOSING DATE** : 25 November 2024 @00:00 midnight
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the job and the other Integrity (ethical) Conduct Assessment). Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

OTHER POSTS

- POST 41/77** : **GAUTENG PROVINCIAL GOVERNMENT AUDIT COMMITTEE REF NO: 13/5/4**
Term of office: The appointment is for a period of three (3) years subject to renewal at the discretion of the Department. The appointment will be supported by the Audit Committee Charter and signing of a contract.
- SALARY** : GPG Audit Committee Members will be remunerated in accordance with DPSA consultant fees. Members will be remunerated for preparation and attendance of meetings.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An NQF 8 qualification as recognised by the SAQA. Minimum of 8 years' Senior/ Executive Management experience in any of the following fields: Accounting; Auditing; Risk Management; Information and Communication Technology or Legal. Knowledge and experience of the PFMA, its Regulations and Public Sector. Membership of a public Sector Audit Committee or experience as an Audit Committee Member in the public sector will serve as

- an advantage. required attributes and skills: Independence, integrity, reliability, good communication and interpersonal skills and leadership skills.
- DUTIES** : Advise the Accounting Officer and Management on audit-related and governance matters. Independent adviser to all GPG Departments on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. To attend meet as often as required but at least five (5) times a year and be flexible with time. Perform duties in accordance with the approved AC Charter. Review the adequacy and effectiveness of the Department's internal controls. Review financial and non-financial reports as well as Annual Financial Statements prior to submission to Auditor-General and make recommendations where necessary. Review the scope and results of internal, external and compliance reviews and audits. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Direct and assess the Internal Audit Activity.
- ENQUIRIES** : Mr. Jafta Mhlongo/ Mr. Lazarus Raseasala at 082 256 0860/ 076 922 5773
- APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV and only shortlisted candidates will submit certified documents. Applications for this position only should be emailed to Mohale.Ramahlo@gauteng.gov.za
- POST 41/78** : **ASSISTANT DIRECTOR: BAS AND PERSAL APPLICATION REF NO: REFS/021826**
Directorate: Financial Governance
This is a re-advertisement. Applicants who have previously applied need not to re-apply as their applications will be considered.
- SALARY** : R444 036 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three- year tertiary qualification NQF level 6 (Diploma) in Financial Information Systems/ Information Technology/ Financial Accounting and or Financial Management. PERSAL Certificates. Skills Development Facilitator (SDF) Certificate. 3 years' user support experience in an PERSAL environment. PERSAL system controller.
- DUTIES** : Provide comprehensive support services to Provincial PERSAL Users, including offering guidance on system amendments and departmental table creation/amendment for GPG departments and entities. Provide PERSAL Helpdesk support to address user inquiries and issues effectively. Manage and maintenance of departmental tables such as link codes and pay points (Table 800 onwards) within Provincial Departments to ensure proper usage. Analyse PERSAL System data and prepare reports for GPG departments. Manage System Control Changes (SCC) on behalf of Provincial Departments, including evaluation, registration, and follow-up. Facilitate capacity-building initiatives within Provincial Departments to optimize PERSAL System utilization. Handle administrative tasks related to PERSAL training, including curriculum development, material preparation, and course coordination. Participate in National PERSAL User Forums and provide feedback at Provincial PERSAL user forums as necessary. Disseminate important PERSAL messages and notices to users at monthly Provincial PERSAL User Forums. Provide feedback on the effectiveness of PERSAL training when requested. Provide support and resolutions and participate in new developments and situational analyses of PERSAL System data during Provincial PERSAL User Forums. Manage human resources and contribute inputs to the operational plan and related processes to enhance the overall efficiency and effectiveness of the user access management cycle.
- ENQUIRIES** : Mr. Teneko Bangelo – email: teneko.bangelo@gauteng.gov.za
- POST 41/79** : **ASSISTANT DIRECTOR: SYSTEMS SUPPORT REF NO: REFS/021843**
Directorate: Financial Governance
This is a re-advertisement. Applicants who have previously applied need not to re-apply as their applications will be considered.
- SALARY** : R444 036 per annum, (plus benefits)
- CENTRE** : Johannesburg

- REQUIREMENTS** : A three- year tertiary qualification NQF level 6 (Diploma) in Financial Information Systems/ Information Technology/ Financial Accounting and or Financial Management. 3 years' user support experience in a full cycle of project implementation as well. Both ERP support system support and project management experience are mandatory requirements for these posts.
- DUTIES** : Oversee and monitor the management of internal controls in line with the ERP system standards. Manage the relationships with key stakeholders to ensure implementation of new reforms. Roll out the procurement system to all customer sites and provide continuous support. Review and implement business processes for procurement and inventory management. Identify and lead the implementation of new reforms. Oversee the rollout of inventory management in the province. Manage and oversee change management in all new projects. Conduct presentations to GPG departments with regards to new enhancement on the system. Oversee User support and problem resolutions on the support queries across all SAP modules. Manage the development of the operational plan and risk registers for the business unit and report on implementation progress. Manage human resources and contribute inputs to the operational plan and related processes to enhance the overall efficiency and effectiveness of the user access management cycle.
- ENQUIRIES** : Mr. Teneko Bangelo e-mail: teneko.bangelo@gauteng.gov.za

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>
- CLOSING DATE** : 22 November 2024
- NOTE** : In line with the Department's employments Equity Plan, Females and People with disabilities are encouraged to apply. Only online applications will be considered and for general enquiries please contact Human Resource on 011 355 9088/ 011 355 7521. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Kindly note that you are required to complete the online Z83 and also attached both the fully completed, initialed, and signed Z83 and your comprehensive CV. Failure to attach the Z83 and comprehensive CV will result in your application being disqualified.

OTHER POSTS

- POST 41/80** : **TRADESMAN AID REF NO: REFS/021872 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Construction Quality Assurance
- SALARY** : R155 148 per annum (Level 03), (plus benefits)
- CENTRE** : Koedoespoort (Pretoria)
- REQUIREMENTS** : NQF Level 2 (Grade 10 certificate or equivalent). 6 months trade related experience. Lab experience and Computer literacy will be an added advantage.
- DUTIES** : Perform all laboratory test on road building materials according to TMH 1, TMH 5 and SANS 3001 test methods. Perform verification of all laboratory

- equipment according to ISO 17025 and keep the lab and all apparatus clean. Assist with field tests and sampling on site. Report faulty apparatus and perform tasks as specified by higher ranking officer.
- ENQUIRIES** : Mr. Aleck Magora Tel No: (012) 310 2334
- POST 41/81** : **GROUNDSMAN REF NO: REFS/ REFS/021877 (X2 POSTS)**
Branch: Corporate Services
Directorate: Auxiliary Services
- SALARY CENTRE** : R131 265 per annum (Level 02), (plus benefits)
: Temba DLTC (X1 Post)
: Mabopane DLTC (X1 Post)
- REQUIREMENTS** : ABET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
- DUTIES** : Maintain premises and surroundings: clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, maintain gardening equipment and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES** : Ms. Molete Tel No: (011)355 7006, Ms. D. Tabane Tel No: (011)355 7400
- POST 41/82** : **GROUNDSMAN REF NO: REFS/021876 (X1 POST)**
Branch: Corporate Services
Directorate: Human Resources Development
- SALARY CENTRE** : R131 265 per annum (Level 02), (plus benefits)
: Zwartkop Academy
- REQUIREMENTS** : ABET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
- DUTIES** : Maintain premises and surroundings: clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, maintain gardening equipment and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES** : Ms. N Mashaba Tel No: (010)345 0903
- POST 41/83** : **GENERAL WORKER REF NO: REFS/021875 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Construction Capital Projects
- SALARY CENTRE** : R131 265 per annum (Level 02), (plus benefits)
: Johannesburg
- REQUIREMENTS** : ABET or equivalent qualification. No previous experience required. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
- DUTIES** : Provision of cleaning services: Performing cleaning services of routine nature by utilizing a variety of aids throughout the designated work environment. Emptying, and cleaning of waste bins. Report broken cleaning machines and equipment's. Loading and offloading furniture, equipment and any other goods to relevant destination. Perform any other general work functions as instructed.
- ENQUIRIES** : Ms. V Govinden Tel No: (011) 355 9073

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

OTHER POSTS

<u>POST 41/84</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3 (PSYCHIATRY) REF NO: UMZ06/2024 (X1 POST)</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 Other benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet requirements) Commuted overtime, 22% rural allowance
<u>CENTRE REQUIREMENTS</u>	:	Umzimkhulu psychiatric hospital Senior certificate or equivalent plus, MBCHB OR equivalent plus FC Psych or MMED Psychiatry. Current registration with HPCSA as Specialist Psychiatrist. Grade 1: 0-5 years' experience post specialist qualification. Grade 2: 6-10 years' experience post specialist qualification. Grade 3: 10+ years' experience post specialist qualification. Recommendation: Computer Literacy. Knowledge, skills, training, and competencies required: Sound knowledge and clinical skills in the management of adult and child psychiatry patients. Ability to supervise and teach junior and senior members of staff. Good communication and interpersonal and management skills. Sound professional and ethical values and a concern for excellence. Ability to work as part of a multidisciplinary team.
<u>DUTIES</u>	:	To provide safe, ethical and high quality psychiatric services within the hospital. Undertake and support Continuing Medical Education (CME) and Continuing Professional Development activities. Supervise and mentor medical officer, community service officers and nursing staff. Provide expert advice and clinical support to hospitals referring to Umzimkhulu Psychiatric Hospital. Active participation in quality improvement programs including clinical audits. Attend to administrative matters as it pertains to the running of the unit. Co-ordinate multidisciplinary team activities. Attend meetings and workshops as directed. Co-ordinate and support the mental health outreach programme within Harry Gwala District. Comply with all legal prescripts, Acts, legislation, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards. Assist the hospital management with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patient care in wards and outpatients departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr NMG Mbanjwa Tel No: (039) 259 0310 Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or Drop Off in the application Box, Umzimkhulu Hospital, 3297 or email: Umzimkhulu.E-Recruitment@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Mr. E.N. Bangani Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za Only Z83 and Curriculum Vitae must be attached starting the relevant experience, all other documents will be requested to the shortlisted candidates only. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification will be required to bring evaluation certificate from the South African Qualifications Authority (SAQA) and Non-RSA Citizens / Permanent Residents/ Work Permit will also be requested on the shortlisted candidates

only. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 29 November 2024
- POST 41/85** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: OMNPHC/NTU/04/2024 (X1 POST)**
- SALARY** : R656 964 – R748 683 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** : Ntuzuma 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 in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2019 SANC receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty. Recommendations: A valid Driver's License. Computer skills in basic programmes. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). 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** : Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Ensure implementation, monitoring and evaluation of EPMDS in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele Principles, norms and standards and Ideal Clinic priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Maintain constructive working relationship with all stake holders i.e. inter-professional and multi-disciplinary team. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the clinic.
- ENQUIRIES** : Ms. O Magwaza Tel No: (031) 501 1777

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the Admin Office 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. OMNPHC/KCHC/11/2024. 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** : 22 November 2024
- POST 41/86** : **CLINICAL PROGRAM COORDINATOR (QA) GENERAL STREAM REF NO: CATO 05/2024 (X1 POST)**
Cluster: Nursing Management Services
Re-advertisement: candidates that applied before must re-apply
- SALARY** : R520 560 – R596 322 per annum, plus 13th cheque, Medical Aid (optional), Homeowners Allowance, etc. (Employee must meet prescribed requirements)
- CENTRE** : Cato Manor CHC
- REQUIREMENTS** : Senior Certificate/ Grade 12 or equivalent. Basic R425 Qualification: Diploma/ Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery: A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC as professional nurse (SANC receipt 2024). Applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. Recommendations: Computer literacy & Driver's licence. Competencies: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery , demonstrate a basic understanding of HR and financial policies and practises, strong interpersonal communication and presentation skills, knowledge of total quality management (TQM), knowledge of Norms and standards, Ideal Clinic realization and Maintenance, provincial Quality initiatives, Human Rights, Batho Pele Principles and Patient's Rights Charter. Understanding of OHSC guidelines and requirements.
- DUTIES** : Develop and implement Quality Assurance Programme, guidelines, protocols, norms and standards. Develop and implement Quality Assurance Operational Plan and participate in the development of Institutional Plan. Coordinate and facilitate the development of Institutional Quality Improvement Program and monitor implementation. Maintain and sustain norms, standard and good governance in clinical and non-clinical areas. Promote and facilitate the

implementation of guidelines, standard operating procedures and policies. Review and evaluate patient's medical records in line with the ideal Clinic and Regulated Norms and Standards. Facilitate Clinical audits and ensure implementation of action plans on identified gaps. Facilitate monitoring and timeous reporting of adverse events (Patients Safety Incidents) and ensure implementation of recommendations / action plans for the gaps identified. Monitor public relation activities (waiting time surveys, patient experience of care surveys and complaints management). Ensure effective communication on matters pertaining to quality. Attend and give input at different committee meetings on Quality related issues. Consult / advise facility on Quality matters. Attend facility relevant workshops and in-service training and give feedback to relevant staff members. Provide in-service training on relevant quality issues. Improve compliance to Regulated Norms and Standards. Ensure that institutional Regulated Norms and Standards self-assessments are conducted in all departments. Compile reports on Regulated Norms and Standards together with Clinical Governance Committee and submit to management team and all supervisors. Facilitate the development of Quality improvement plans for identified gaps. Monitor implementation of Quality improvement plans from Regulated Norms and Standards assessments on quarterly basis through Quality Assurance random departmental rounds and progress reports. Participate in District and Peer Review Regulated Norms and Standards assessments. Ensure timeous submission of monthly and quarterly reports to Management and or District Office. Conduct survey to all priority programmes within the institution.

ENQUIRIES : Tembela Hlazo (Assistant Manager Nursing – M&E) Tel No: (031) 261 6631 / 083 518 4174

APPLICATIONS : Applicants can submit their Z83 and CV directly to the following email address: EThekwini District Office: EtheKwiniDistrictHealth.Jobapp@kznhealth.gov.za, Hand delivery: EThekwini District Office, 83 King Cetshwayo Highway, Mayville Durban or be Posted Private Bag X54318, Durban, 4000.

FOR ATTENTION NOTE : Assistant Director: Human Resource Management Service
 : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public service and administration in line with regulation 10 of the Public Service Regulation, 2016 failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the applications not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after closing date, please accept that your applications unsuccessful. The department reserves the right not to make appointment(s) to the advertised post(s). KZN department of health is guided by the principle of Employment Equity ACT: therefore, all the appointments will be made in accordance with the Employment Equity Target of the institution. People with disabilities are encouraged to apply. The appointment is subject to the positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal Clearance, credit records, citizens, citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC).

CLOSING DATE : 22 November 2024

POST 41/87 : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 25/2024 (X2 POSTS)**
 Component: Trauma
 Re-advertisement

SALARY : Grade 1: R451 533 – R530 376 per annum
 Grade 2: R553 545 – R686 211 per annum
 Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), In- hospital Area Allowance (8% of basic salary)

**CENTRE
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Trauma Nursing Science with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Current registration with the SANC (2024). Experience: **Grade 1:** a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience: **Grade 2:** a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e.: Trauma Nursing Science) after obtaining the 1- year post-basic Qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. 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. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework.

DUTIES

: Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards, Occupational Health and Safety Act and all other applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Ensure the unit complies with Infection Prevention and Control. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in staff development using EPMDS System and other work related programmes and training. Support and mentor student Nurses. Exercise control over discipline, grievance and all Labour Relations issues. Actively participate in resuscitation activities in the unit. Must be able to handle medical, surgical and trauma emergencies and high risk conditions. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES
APPLICATIONS**

: Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060, or Hand deliver to A-Block 1st Floor white applications box. Applications may also be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

**FOR ATTENTION
NOTE**

: Mr. M.F Mlambo
: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 24/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs.. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on

the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 22 November 2024
- POST 41/88** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 26/2024 (X2 POSTS)**
Component: Critical Care & High Care
Re-advertisement
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), In- hospital Area Allowance (8% of basic salary)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ Degree in General Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Critical Care Nursing with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Current registration with the SANC (2024). Experience: **Grade 1:** a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience: **Grade 2:** a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e.: Critical Care Nursing) after obtaining the 1- year post-basic Qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for

patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES
APPLICATIONS**

: Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060, or Hand deliver to A-Block 1st Floor white applications box. Applications may also be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

**FOR ATTENTION
NOTE**

: Mr. M.F Mlambo
: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 24/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality:
-All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 22 November 2024

POST 41/89

: **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO:
PMMH 27/2024 (X3 POSTS)**
Component: Theatre
Re-advertisement

SALARY

: Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), In- hospital Area Allowance (8% of basic salary)

CENTRE

: Prince Mshiyeni Memorial Hospital

REQUIREMENTS

: Basic R425 qualification(i.e. Degree/Diploma)in nursing or equivalent qualification that allows registration with the South African Nursing Council(SANC) as a “Professional Nurse” with Midwifery. A post basic qualification in ‘Operating Theatre Nursing Science’, with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and Midwifery). Current registration with the SANC (2024). Experience: **Grade 1:** a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience: **Grade 2:** a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating Theatre Nursing Science) after obtaining the 1- year post-basic Qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES

: Mrs R.M Abboo Tel No: (031) 907 8518

APPLICATIONS

: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060, or Hand deliver to A-Block 1st Floor white applications box. Applications may also be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

FOR ATTENTION NOTE

: Mr. M.F Mlambo

: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form ‘Application for employment’ (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies.The ‘Reference Number’ and ‘Position’ for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 24/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver’s Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that

due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 22 November 2024
- POST 41/90** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 28/2024 (X4 POSTS)**
Component: Paediatrics
Re-advertisement
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Paediatric Nursing Science /Child Nursing Science, with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Current registration with the SANC (2024). Experience: **Grade 1:** a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience: **Grade 2:** a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e.: Paediatric Nursing Science /Child Nursing Science) after obtaining the 1- year post-basic Qualification in the relevant specialty. Knowledge, Skills Training And Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit. Knowledge of IMAM, ETAT, PMTCT, EPI and CHIPP guidelines.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. Strengthen ethics and professionalism. Provide a therapeutic environment for patients staff and public. Advocate for quality care of patients. Ensure unit compliance with infection prevention and control as well as Occupational health and safety. Maintain accreditation standards by ensuring compliance with Norms and Standards, Ideal hospital framework and Make me look like hospital project. Attend meetings ,workshops

**ENQUIRIES
APPLICATIONS**

and training as assigned by supervisor. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

Mrs R.M Abboo Tel No: (031) 907 8518

Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060, OR Hand deliver to A-Block 1st Floor white applications box. Applications may also be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

**FOR ATTENTION
NOTE**

Mr. M.F Mlambo

Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 24/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

22 November 2024

POST 41/91

**CLINICAL NURSE PRACTITIONER (MOBILE) REF NO:
KCHC/MOB/01/2024 (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

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. Applicants

are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. 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. Code 10 Drivers license.

DUTIES

: Deputize for the Operational Manager. Provision of an integrated quality and comprehensive primary health care, prevention of disease, curative and rehabilitative services to the clients and community. Maintain intersectoral collaboration with other government structures. Develop a work plan monthly work plan for outreach points. Identify hard to reach areas in the community in need of health services. Provide PICT and adherence counselling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Ensuring 95/95/95 strategy is implemented and set targets are achieved. Implementation of CCMDD as part of decanting clients from the facility. 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 all resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of communities. Instil 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, leadership and guidance to you team members in outreach points. 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 proper collecting, collating, compilation and critical analysis and use of all data for quality service delivery. Plan and actively participate in outreach campaigns to improve service delivery as well as achieving performance target.

ENQUIRIES

: Mrs. S. Zulu Tel No: (031) 501 1397

APPLICATIONS

: 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 Mkhawane 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** : 22 November 2024
- POST 41/92** : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFE) (GRADE 1&2) REF NO: TCHC 04/2024 (X1 POST)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other Benefits: 13th Cheque (Bonus), Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirement)
- CENTRE REQUIREMENTS** : KZN Health -Tongaat Community Health Centre
: Senior Certificate (Grade 12) or equivalent qualification plus Diploma or Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification on Midwifery and Neonatal Nursing Science (Advanced Midwifery). A minimum of 4 years appropriate/ recognisable experience in nursing after registration a professional Nurse with SANC in general Nursing.
Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least the (10) years of the period referred to above must be appropriate/recognisable experience in the PHC after obtaining the 1-year post basic qualification in Primary Health Care.
- DUTIES** : Provide optimal holistic specialised nursing care with set standards Ensure clinical nursing practice by the nursing team. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC. Help Babies Breath (HBB). Ensure that other antenatal care programs i.e. BANC are implemented to enhance antenatal care to all pregnant women. Ensure implementation and integration of HAST programs in MCWH unit. Ensure accurate and proper record keeping for statistical purpose. Ensure adherence to the principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Plan, implement, management and monitor according to identified problems. Implement plan of action in obstetric emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training monitoring and research with a view to increase the body of knowledge in the midwifery practices. Able to identify, report and assist doctors in the management of obstetrics. emergencies. Ensure compliance to quality IPC ideal CHC realization and maintenance (ICRM) and Norms and Standards Promote, instill and maintain discipline, professionalism and work ethics among employees manage the utilization and supervision of resources. Ensure staff has a depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members.
- ENQUIRIES APPLICATIONS** : Mr P.M Mnguni Tel No: (032) 944 5054, ext. 4204
: Application to be hand delivered to: The Human Resource Manager, Tongaat Community Health Centre, 07 Sanele Nxumalo Road Tongaat, 4400 or email: Maxwell.nyuswa@kznhealth.gov.za
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website-www.kznhealth.gov.za. Original signed Z83 (Newly updated Version) must be accompanied by a detailed CV and Applicants are not required to submit copies of education qualification, professional registration certificates and any other relevant certificates such documents will be requested only from shortlisted candidates. Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 01/2024. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will

not acknowledge. Correspondence will be limited to short listed candidate only.
NB: African Male are encouraged to apply.
22 November 2024

- CLOSING DATE** : 22 November 2024
- POST 41/93** : **CLINICAL NURSE PRACTITIONER -(GRADE 1 &2) REF NO: TCHC 05//2024 (X1 POST)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other Benefits: 13th Cheque (Bonus), Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirement)
- CENTRE REQUIREMENTS** : KZN Health -Tongaat Community Health Centre
Grade 1: Senior Certificate (Grade 12) or equivalent qualification PLUS, Diploma or 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), A minimum of 4 years appropriate/recognisable experience in nursing after registration a professional Nurse with SANC in general Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC) At least the (10) years of the period referred to above must be appropriate/recognisable experience in the PHC after obtaining the 1-year post basic qualification in Primary Health Care.
- DUTIES** : 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 utilisation 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 in absence of the Operational Manager in charge of the unit Ensure implementation of 95 95 95 target and monitoring of HAST indicators Assist in auctioning lime list for TB/HIV cascades.
- ENQUIRIES APPLICATIONS** : Mr P.M Mnguni Tel No: (032) 944 5054, ext. 4204
Application to be hand delivered to: The Human Resource Manager, Tongaat Community Health Centre 7 Sanele Nxumalo road, Tongaat, 4400 or email: Maxwell.nyuswa@kznhealth.gov.za
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website-www.kznhealth.gov.za. Original signed Z83 (Newly updated Version) must be accompanied by a detailed CV and Applicants are not required to submit copies of education qualification, professional registration certificates and any other relevant certificates such documents will be requested only from shortlisted candidates. Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 01/2024. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only.
NB: African Male are encouraged to apply.
22 November 2024
- CLOSING DATE** : 22 November 2024
- POST 41/94** : **PROFESSIONAL NURSE GENERAL STREAM WITH MIDWIFERY (GRADE 1,2 &3) REF NO: TCHC 03//2024 (X1 POST)**
- SALARY** : Grade 1: R307 473 - R362 187 per annum
Grade 2: R375 480 – R442 296 per annum
Grade 3: R451 533 – R578 826 per annum
Other Benefits: 13th Cheque (Bonus), Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirement)
- CENTRE** : KZN Health -Tongaat Community Health Centre

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification Plus. Diploma or Degree in General Nursing and Midwifery. Recommendation: Driver's license C1 code 10. Experience: 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 and Midwifery. Grade 3: A minimum of 20 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Certificate of service from current and previous employers stamped and signed by the Human Resources Department will be required when shortlisted on or before the interview date.
<u>DUTIES</u>	:	To provide nursing care that leads to improved health service delivery by upholding principals of Batho Pele. To execute duties and functions with proficiency and accuracy. Ensuring supervision and provision of basic needs of patients and a safe and therapeutic environment. Implement standards, practices criteria for quality Nursing. Ensuring proper utilization of Human Resources maintain a constructive working relationship with Nursing and other stakeholders. Maintain a constructive working relationship with Nursing and other stakeholders. Ensuring clinical interventions to the clients including the dispensing of prescribed medication and to perform ongoing observations to patients. Supervision of patient reports and interventions, keeping a good valid record on all client intervention. Perform duties at night on week- ends and on public holidays and expected to work shifts and rotate within the institution. Assist with EPMDS evaluation of staff performance and implementation of EAP. Incumbent to be flexible in order to meet institutional needs. The incumbent will be expected to rotate as per the need of the CHC including working night shifts. Forth part of the community based model implementing team. Ensure the integrity data within the allocated work station section.
<u>ENQUIRIES</u>	:	Mr P.M Mnguni Tel No: (032) 944 5054, ext. 4204
<u>APPLICATIONS</u>	:	Application to hand delivered to: The Human Resource Manager, Tongaat Community Health Centre 07 Sanele Nxumalo Road, Tongaat, 4400 or email: Maxwell.nyuswa@kznhealth.gov.za
<u>NOTE</u>	:	Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website-www.kznhealth.gov.za. Original signed Z83 (Newly updated Version) must be accompanied by a detailed CV and Applicants are not required to submit copies of education qualification, professional registration certificates and any other relevant certificates such documents will be requested only from shortlisted candidates. Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 01/2024. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/95</u>	:	<u>PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: PMMH 29/2024 (X1 POST)</u> Component: Critical Care & High Care Re-advertisement
<u>SALARY</u>	:	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 (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), In- hospital Area Allowance (8% of basic salary)
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2024). Experience: Grade 1: None. Experience: Grade 2: a minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience Grade 3: a minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills Training and Competencies Required: Knowledge of nursing

care processes and procedures, nursing statutes, and other relevant legal frameworks. Nursing Act, Health Act, Occupational Health & Safety Act. Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills; Report writing skills, Knowledge Management; Planning & Organizing; Computer Literacy.

DUTIES

: Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Assist with relief duties of the supervisor and act as a shift leader on both day and night when necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES
APPLICATIONS**

: Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060 or Hand deliver to A-Block 1st Floor white applications box. Applications may also be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

**FOR ATTENTION
NOTE**

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CLOSING DATE

: 22 November 2024

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply.



- APPLICATIONS** :
- Applications should be addressed to various institution as per the applicant's need:
- Head Office and Seshego Treatment Centre:** Applications should be directed to Acting Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30, Polokwane.
- Welfare Complex:** Applications should be directed Head of Institution, Private Bag X 9713, Polokwane, 0700 or hand delivered at Plot 303 Strekloop, Polokwane.
- Capricorn District/Sekutupu Old Age Home:** The District Director, Private Bag X 9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg, Polokwane, 0699.
- Sekhukhune District/Tubatse CYCC:** The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building, Lebowakgomo.
- Vhembe/Thohoyandou CYCC:** The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.
- Waterberg District:** The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.
- Mopani District:** The District Director, Private Bag X 9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.
- CLOSING DATE** :
- 29 November 2024 at 16h00
- NOTE** :
- Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached "Annexure A", including those previously advertised on the Departmental Circular 21 of 2024. Applicants who previously applied are requested to re-apply if still interested. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant 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? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, 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 re-appointment under Part F must be answered. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body and copy of ID must be submitted. Should you be in possession of a foreign qualification, it

must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. Applicants are not required to submit certified copies of educational qualifications, academic records, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Copies of educational qualifications, academic records, Identity documents and a valid motor vehicle driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies to HR on or before the day of the interview. Note: Shortlisted candidates for Senior Management Services (SMS) 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 tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The Department reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

<u>POST 41/96</u>	:	<u>DIRECTOR: DISTRICT SERVICES REF NO: DSD/2024/45 (X1 POST)</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA. A minimum of five (05) years of proven experience at Middle/senior Management level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge and understanding of the legislative frame \work governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking. Good background in service delivery, turn around and change

- management strategy. Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills.
- DUTIES** : Develop business plan in line with the strategic objective of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social service. Manage Integrated Community Development Services at the District. Provide Population and Information Development Services at the District. Implement and monitor provision of Developmental Social Welfare Services at the District. Strengthen the technical capacity of the NGO's to ensure effective implementation of the programmes. Provide financial support services in accordance with the relevant directives and legislation. Manage and utilize resources in accordance with the relevant directives and legislation. Overall management of services and administration of the district. Coordination with the relevant stakeholders for provision of integrated services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

OTHER POSTS

- POST 41/97** : **DEPUTY DIRECTOR: HEAD OF INSTITUTION REF NO: DSD/2024/46 (X1 POST)**

- SALARY** : R849 702 per annum (Level 11), (all-inclusive package)
- CENTRE** : Vhembe District: Thohoyandou Child and Youth Care Centre
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Social Science as recognised by SAQA. 3 - 5 years of proven experience in Junior/Middle Management level. Prove of registration with a professional body. Valid motor vehicle driver's license (with exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Sound understanding of the Child Protection System, Victim empowerment and Social Crime Prevention. Sound understanding of the functioning of Public Service system. Good background in service delivery, turn around and change management strategy. Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills.

- DUTIES** : Provide leadership and high-level strategic direction and policy in the Centre. Monitor and implement child & youth care centre in the Centre. Manage provision of social, emotional and psychological care services. Provide Human Resource Management and Development. Manage resources [Human, physical and financial]. Overall management of administration at the institution. Promote inter-sectoral and interdepartmental partnership. Promote linkages between facility, community and private sectors. Ensure that statutory process in terms of admission and discharge of children are adhered to. Management of child and youth care information management system (CYCA).

- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

- POST 41/98** : **PSYCHOLOGIST (CLINICAL) GRADE 1 REF NO: DSD/2024/47 (X1 POST)**

- SALARY** : R827 211 per annum, (all-inclusive package)
- CENTRE** : Polokwane Welfare Complex
- REQUIREMENTS** : Degree in Social Science (qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan.

- Ethical and legislative framework of practice. Knowledge of departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio-economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organizing and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issues.
- DUTIES** : Perform medical case assessment. Coordinate and facilitate the referral process for obtaining medical opinions. Assist in monitoring and supporting the medical adjudication process. Prepare reports. Liaise with medical and health professionals. Assist in rendering management functions including Human Resource, Financial and Risk Management Functions After hours clinical participation in the call roster. Management of child and youth care information management system (CYCA).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/99** : **SOCIAL WORK SUPERVISOR GRADE 1 (X4 POSTS)**
- SALARY CENTRE** : R452 667 per annum (Level: SW-A4)
: Capricorn District: Mankweng Ref No: DSD/2024/48 (X1 Post)
: Vhembe District: District Office Ref No: DSD/2024/49 (X1 Post)
: Waterberg District: District Office Ref No: DSD/2024/50 (X1 Post)
: Mabatlane (VaalWater) Ref No: DSD/2024/51 (X1 Post)
- REQUIREMENTS** : Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. Knowledge of NPO Governance. People management and empowerment.
- DUTIES** : Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/100** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & BUDGETING (X2 POSTS)**
- SALARY CENTRE** : R444 036 per annum (Level 09)
: Vhembe District Ref No: DSD/2024/52 (X1 Post)
: Waterberg District Ref No: DSD/2024/53 (X1 Post)
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Finance as recognised by SAQA. 3 - 5 years of experience at lower/Junior managerial level in Financial Accounting and/or Budgeting. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills Knowledge and understanding of National Treasury prescripts (PFMA, Treasury Regulations, Modified Cash Standards, National Treasury Instruction Notes etc.). Knowledge of BAS and LOGIS. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Presentation skills. Analytical thinking. Computer Literacy.
- DUTIES** : Implement the business Plan in line with the strategic objective of the Department. Manage Salary Administration within the District. Ensure proper

		financial budget, revenue and debt management. Monitor expenditure and Accounts Management. Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Manage payments. Manage monthly creditor's reconciliation. Compile reports and submission relating to expenditure and accounts. Provide support to institutions on payments and related matters. Manage resources (Financial and Physical).
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/101</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION & CHANGE MANAGEMENT REF NO: DSD/2024/54 (X1 POST)</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	An appropriate National Diploma/Bachelor's degree at NQF level 6 in Social Science or equivalent qualification as recognised by SAQA. A minimum of 3-5 years experience at lower Management / Supervisory level within Transformation & Change Management. A valid driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Develop the business plan in line with the strategic objectives of the Department. Coordinate the development of institutional service standards. Provide service delivery optimisation programme. Coordinate and manage complaints by the public and governance structures. Manage and coordinate gender mainstreaming and women empowerment.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No:(015) 230 4422 / 4315 / 4375.
<u>POST 41/102</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HR PRACTICE & ADMINISTRATION (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Head Office Ref: DSD/2024/55 (X1 Post) Capricorn District Ref: DSD/2024/56 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification at NQF level 6 in Human Resource Management and/or Development or equivalent qualification as recognised by SAQA. PERSAL Certificate/results. A minimum of 2 - 3 years experience in Human Resource Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of legislative mandates governing the public service. Interpretation of policies. Knowledge of e-Recruitment. Computer literary. Good communication skills. Report writing skills.
<u>DUTIES</u>	:	Facilitate recruitment and selection of employees. Facilitate transfers/Secondment/Placement. Monitor the process of updating Human Resource records. Management of Condition of Services. Management of Service benefits. Perform all the administrative functions required of the job. Supervise the subordinates.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/103</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: TRANSPORT MANAGEMENT REF NO: DSD/2024/57 (X1 POST)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification at NQF level 6 in Public Management / Administration or equivalent qualification as recognised by

		SAQA. 2 - 3 years relevant experience in Transport Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Prepare vehicles for roadworthy. Prepare payments of departmental accounts for State Vehicle. Prepare exception reports. Management of Petrol cards for state vehicles. Ensure utilization of provided registers. Supervise the subordinates.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No (015) 230 4422 / 4315 / 4375.
<u>POST 41/104</u>	:	<u>SOCIAL WORKER GRADE 1 (X17 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 247 per annum (Level SW-A4)
	:	Seshego Treatment Centre Ref No: DSD/2024/58 (X1 Post)
		Capricorn District:
		Polokwane Ref No: DSD/2024/59 (X1 Post)
		Mafefe Ref No: DSD/2024/60a (X1 Post)
		Moletlane Ref No: DSD/2024/60b (X1 Post)
		Mankweng Ref No: DSD/2024/61 (X2 Posts)
		Molemole Ref No: DSD/2024/62 (X1 Post)
		Vhembe District:
		Thulamela Ref No: DSD/2024/63 (X2 Posts)
		Makhado Ref No: DSD/2024/64 (X1 Post)
		Sekhukhune District:
		Matlerekeng Ref No: DSD/2024/65 (X1 Post)
		Makhuduthamaga Ref No: DSD/2024/66 (X1 Post)
		Waterberg District:
		Mokopane Ref No: DSD/2024/67 (X3 Posts)
		Modimolle Ref No: DSD/2024/68 (X1 Post)
		Mopani District: Greater Tzaneen [01] Ref: DSD/2024/69
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree in social work or equivalent qualification as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid motor vehicle driver's license (with exception of persons with disabilities) Knowledge: Skills and Competencies: knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
<u>DUTIES</u>	:	Render an advanced and specialized social work services with regard to care, protection and development of children and youth in the centre. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job. Management of child and youth care information management system (CYCA)
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No (015) 230 4422 / 4315 / 4375.
<u>POST 41/105</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION REF NO: DSD/2024/70 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07)
	:	Head Office

- REQUIREMENTS** : An undergraduate qualification at NQF level 6 in Financial Management / Business Management / Supply Chain Management or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of 1 year experience in Supply Chain Management. A valid motor vehicle driver's license (with exception of persons with disabilities). Experience in Demand and/or Acquisition will be an added advantage. Knowledge and Skills: Knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulation, Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.
- DUTIES** : Maintain demand management plans to address possible future needs. Ensure acquisition management services. Ensure that the procurement of goods and services is in line with approved procurement plans. Coordinate the integration of the procurement plans. Ensure that the procurement processes are fully compliant with the SCM prescribed policies and prescripts. Ensure that conducting and benchmarking with best practice. Conduct market research to establish new technologies. Receive requisitions/Log2 and check correctness of the specifications and advise accordingly. Supervise the subordinates.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No (015) 230 4422 / 4315 / 4375.
- POST 41/106** : **PERSONAL ASSISTANT TO DISTRICT DIRECTOR REF NO: DSD/2024/71 (X1 POST)**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Capricorn District
REQUIREMENTS : An undergraduate qualification in Management Assistance/Secretarial/Office Management/Public Administration/Management or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of 1 year relevant experience. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
- DUTIES** : Provide secretarial support; Manage the office; Manage the filing system; Maintain the Director's diary, Management of telephone enquiries, render administrative support services to the Manager/Deputy Director's within District. Coordination of meetings and strategic workshops convened by the office of Director. Support the Director with the administration of the district's budget.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/107** : **PROFESSIONAL NURSE GRADE 1 REF NO: DSD/2024/72 (X1 POST)**
- SALARY** : R307 473 per annum (Level PN-A4)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification as recognised by SAQA. Current registration with the South African Nursing Council as a Professional nurse. Knowledge: Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Supervision skills. Information management. Computer literacy.
- DUTIES** : Provide nursing and occupational therapy services to children and youth in the centre. Provide direction and supervision of nursing in the centre for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Patient transfer to other health facilities.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No (015) 230 4422 / 4315 / 4375.

POST 41/108 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X6 POSTS)**

SALARY : R263 667 per annum (Level: CD-A4)

CENTRE : **Capricorn District:**
Ratshatsha Ref No: DSD/2024/73 (X1 Post)

Mopani District:
Greater Tzaneen Ref No: DSD/2024/74 (X3 Posts)

Greater Giyani Ref No: DSD/2024/75 (X1 Post)

Waterberg District:
Bakenberg Ref No: DSD/2024/76 (X1 Post)

REQUIREMENTS : Recognized Bachelor's degree (NQF 6) in Social Science or equivalent qualification as recognised by SAQA. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Knowledge and understanding of basic financial management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 41/109 : **TRAINING INSTRUCTOR: WELDING REF NO: DSD/2024/77 (X1 POST)**

SALARY : R255 450 per annum (Level 06)

CENTRE : Polokwane Welfare Complex

REQUIREMENTS : An appropriate recognized N3 certificate in Welding and Trade test or N6 certificate in Welding or equivalent qualification as recognised by SAQA. Facilitate and/or assessor certificate will be an added advantage. Knowledge and Skills: Knowledge of Public Service Act, Public Service regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills, presentation skills.

DUTIES : Provide training in welding. Conduct orientation for learners in and around the protective workshop. Prepare and submit lessons plan. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback. Identify and report hazards in and around the protective workshop. Instruct and monitor learners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst learners. Complete and maintain daily attendance register of learners. Develop and maintain each learner portfolio of evidence. Attend and participate in the stakeholder meeting.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

- POST 41/110** : **ARTISAN (PRODUCTION) GRADE A REF NO: DSD/2024/78 (X1 POST)**
- SALARY** : Grade A: R230 898 per annum, (OSD)
- CENTRE** : Vhembe District
- REQUIREMENTS** : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A valid motor vehicle driver's license (with exception of people with disabilities). Knowledge and Skills: Knowledge of relevant Acts and regulations. Electrical maintenance Manual. Health and safety measures. Technical analysis. Computer aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Good Communication Skills. Computer skills. Planning and organizing.
- DUTIES** : Maintain and repair of electricals in the facility. Identification of minor electrical faults. Construction of all minor electrical projects. Attend to job cards. Perform electrical related duties. Do electrical faults finding.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/111** : **REGISTRY CLERK REF NO: DSD/2024/79 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
- CENTRE** : head office (MEC Support)
- REQUIREMENTS** : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer skills. Good verbal and written communication. Planning and organisation. Interpersonal relations. Flexibility and teamwork.
- DUTIES** : Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players. Receive and distribute post and documents. Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority: Render assistance with logistical arrangements. Assist with the distribution of Cabinet/Executive Council memoranda. Assist with document reproduction and facsimile services. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly: Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the office of the executive authority.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/112** : **REGISTRY CLERK COMMENCING (X2 POSTS)**
- SALARY** : R216 417 per annum (Level 05)
- CENTRE** : Capricorn District Ref No: DSD/2024/80 (X1 Post)
Waterberg District Ref No: DSD/2024/81 (X1 Post)
- REQUIREMENTS** : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer skills. Good verbal and written

- communication. Planning and organisation. Interpersonal relations. Flexibility and teamwork.
- DUTIES** : Provide Registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry functions. Produce documents for archiving and/or disposal.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/113** : **HUMAN RESOURCE CLERK REF NO: DSD/2024/82 (X1 POST)**
(Re-advert)
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in HRM/D will be an added advantage. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.
- DUTIES** : Facilitate Recruitment and Selection of Employees (Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews/shortlisting, probationary periods etc.). Administration of condition of service. Administration of Service Benefit. Facilitation of Transfers. Facilitate Human Resource Training & Development. Render Performance Management and Development Services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No : (015) 230 4422 / 4315 / 4375.
- POST 41/114** : **HUMAN RESOURCE CLERK REF NO: DSD/2024/83 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Sekhukhune District
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in HRM/D will be an added advantage. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.
- DUTIES** : Facilitate Recruitment and Selection of Employees (Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews/shortlisting, probationary periods etc.). Administration of condition of service. Administration of Service Benefit. Facilitation of Transfers. Facilitate Human Resource Training & Development. Render Performance Management and Development Services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/115** : **ADMINISTRATION CLERK REF NO: DSD/2024/84 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Vhembe District: Thulamela
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. knowledge and skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

- DUTIES** : Rendering a variety of administrative duties. Assist in collecting statistics. Intake client information. Filling of records. Distribute food parcel. Updating client register.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/116** : **PROVISIONING ADMINISTRATIVE CLERK REF NO: DSD/2024/85 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Vhembe District: Thohoyandou Child & Youth Care Centre
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in Financial Management/Supply Chain Management will be an added advantage. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
- DUTIES** : Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking. Allocate vehicles on a daily basis. Check the vehicle conditions. Ensure cleaning of vehicles. Manage the movement of assets within the Institution. Manage disposal and replacement of movable assets and equipment.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/117** : **DRIVER/MESSENGER REF NO: DSD/2024/86 (X1 POST)**
- SALARY** : R183 279 per annum (Level 04)
CENTRE : Head Office (MEC Support)
REQUIREMENTS : An appropriate recognized NQF level 3 (Grade 10 ABET /AET) or equivalent qualifications as recognised by SAQA. Valid motor vehicle drivers licence plus Public Driving Permit (PDP). Knowledge and Skills: Knowledge of the city / areas in which functions will be performed. Knowledge and procedures to perform messenger functions and routine office support functions like registry functions and the making photocopies. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle and the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.
- DUTIES** : Collect and deliver documents. This would, amongst other, entail the following: Collect, deliver and distribute documents for the office of the executive authority. Collect, deliver and distribute documents and parcels for the executive authority. Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority: Assist the office with logistical arrangements. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/118** : **FOOD SERVICE SUPERVISOR (X2 POSTS)**
- SALARY** : R183 279 per annum (Level 04)
CENTRE : Polokwane Welfare Complex Ref No: DSD/2024/87 (X1 Post)
Capricorn District:
 Sekutupu Old Age Home Ref No: DSD/2024/88 (X1 Post)

- REQUIREMENTS** : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. 2 – 3 Years experience in food service will be an added advantage. Knowledge and Skills: Computer literate. Be able to work under pressure. Good communication, numerical, organizing and supervisory skills.
- DUTIES** : To render supervision of food service and activities – supervise all activities in the food services, including food preparation, distribution and serving, maintain hygiene and safety measures, ensure all equipment is in good working order and it is used effectively, ensure replacement or repair of faulty/outdated equipment, responsible for ordering, receiving, storage, stock control and stock taking, responsible for completing monthly statistics, perform administrative functions linked to food services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/119** : **SOCIAL AUXILIARY WORKER (X2 POSTS)**
- SALARY CENTRE** : R182 913 per annum (Level: SW-A1)
 : Capricorn District: Lepelle-Nkumpi Ref No: DSD/2024/89 (X1 Post)
 : Mopani District: Greater Tzaneen Ref No: DSD/2024/90 (X1 Post)
- REQUIREMENTS** : An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support service to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job. Enquiries: General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane at Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/120** : **CHILD AND YOUTH CARE WORKER GRADE 1 (X3 POSTS)**
- SALARY CENTRE** : R174 711 per annum (Level: CYC-A1)
 : **Vhembe District:** Thohoyandou Child & Youth Care Centre Ref No: DSD/2024/91 (X1 Post)
 : Polokwane Welfare Complex Ref No: DSD/2024/92 (X2 Posts)
- REQUIREMENTS** : An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Basic qualification in Child Care. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge And Skills:

- Knowledge and understanding of the legislative framework (Children's act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication skills, Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills. Experience in secure care environment will be an added advantage.
- DUTIES** : Receive children and youth to the care facility after admission. Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/ youth receive medical services. Facilitate the independent living and recreational programmes. Organise family visits and contacts. Escort children to external services. Assist with implementation of developmental and therapy programmes. Perform administration duties.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/121** : **NURSING ASSISTANT GRADE REF NO: DSD/2024/931 (X1 POST)**
- SALARY** : R165 177 per annum (Level: NA1)
CENTRE : Seshego Treatment Centre
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant or Auxiliary Nurse. Current registration with the SANC as Enrolled Nursing Assistant. Knowledge: Skills And Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Supervision skills. Information management. Computer literacy.
- DUTIES** : Provide quality basic nursing care. Provide elementary clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively. Report writing and updating client register. Filling of records. Transferring patients to other health facilities.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/122** : **DRIVER (BREAKDOWN OPERATOR) REF NO: DSD/2024/94 (X1 POST)**
- SALARY** : R155 148 per annum (Level 03)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Valid code C1 drivers licence plus Public Drivers Permit (PDP). Knowledge and Skills: Knowledge of the Province in which functions will be performed. Knowledge and procedures to perform messenger functions. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle and the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge to operate a Breakdown.
- DUTIES** : Transport Officials to various places. Monitor performance and conditions of government vehicles. Do routine maintenance on the allocated vehicle and report defects timely. Attending to breakdown of vehicles and towing vehicles to merchants for repair. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support / messenger service in the Provincial Office. Collect and deliver documentation and related items in the department.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 41/123** : **FOOD SERVICE AID REF NO: DSD/2024/95**
- SALARY** : R131 265 per annum (Level 02)

<u>CENTRE REQUIREMENTS</u>	:	Head Office (MEC Support) Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge And Skills: Knowledge to provide services relating to food preparation. Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Clean kitchen utensils, equipment and provide catering support services within the office of the MEC. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/124</u>	:	<u>HOUSEHOLD AID REF NO: DSD/2024/96 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Vhembe District: Thohoyandou Child & Youth Care Centre
<u>DUTIES</u>	:	Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Interpersonal skills. Provide housekeeping & cleaning services. Provide safeguarding & maintenance services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/125</u>	:	<u>LAUNDRY AID REF NO: DSD/2024/97 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265.per annum (Level 02) Polokwane Welfare Complex
<u>DUTIES</u>	:	Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Communication Skills. Interpersonal Skills. Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressers. Iron, fold count and pack laundered items and seal linen/clothes bags. Collect and deliver linen/clothes to clients. Sort, count and record dirty linen/clothes. Report any machine defaults to the supervisor.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 41/126</u>	:	<u>GROUNDSMAN/WOMAN (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Mopani District: Greater Giyani Ref No: DSD/2024/98 (X1 Post) Vhembe District: Thulamela Ref No: DSD/2024/99 (X1 Post) Sekhukhune District: Tubatse Ref No: DSD/2024/100 (X1 Post) Capricorn District: Seshego One Stop Centre Ref No: DSD/2024/101 (X1 Post)
<u>DUTIES</u>	:	Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Knowledge of Batho Pele Principles. Infection control. Garden materials. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills. Maintain premises and surrounding: Clean premises and surrounding. Empty dirty bins. Maintain the garden: Watering the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply insecticides; Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools: Detect and report malfunctioning of gardening equipment's and tools; Repair minor defects of gardening equipment and tools Keep gardening materials and equipment: Cleaning or machines and equipment's after use; Request gardening materials.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 41/127 : **GENERAL ASSISTANT: STORES REF NO: DSD/2024/102 (X1 POST)**

SALARY : R131 265 per annum (Level 02)

CENTRE : Head Office

REQUIREMENTS : Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Knowledge of Batho Pele Principles. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills.

DUTIES : Load and off load stationary, equipment's and any other goods to relevant destination. Delivery of stationary to various sections. Packing of stationary/Goods in storeroom.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>CLOSING DATE</u>	:	22 November 2024
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments. ERRATUM: Kindly that note that the post of Lecturer Grade 1-2 (PN-D1) (Rob Ferreira Hospital Sub-Campus, Mpumalanga College of Nursing, Kabokweni) with Ref No: MPDoH/OCT/24/344 advertised in Public Service Vacancy Circular 36 dated 04 October 2024, and also the post of EMS Shift Leader Grade 1 (Nelspruit EMS Station, Ehlanzeni District Office) advertised in the Public Service Vacancy Circular 39 dated 25 October 2024 with Ref No: MPDoH/OCT/24/375 have been withdrawn.

OTHER POSTS

<u>POST 41/128</u>	:	<u>LECTURER GRADE 1-2 (PN-D1): ROB FERREIRA HOSPITAL SUB-CAMPUS REF NO: MPDOH/NOV/24/510</u>
<u>SALARY</u>	:	Grade 1: R451 533 - R530 376 per annum Grade 2: R553 545 - R726 717 per annum
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after

registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.

DUTIES : Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.

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

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

POST 41/129 : **MEDICAL ORTHOTIST & PROSTHETIST GRADE 1 (PRODUCTION) REF NO: MPDOH/NOV/24/511**

SALARY CENTRE REQUIREMENTS : R376 524-R430 512 per annum
: Rob Ferreira Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Diploma / Degree in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics (2024). Valid driver's licence is an inherent requirement. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

DUTIES : Measure, manufacture, fit and service all MOP devices. Assist in supervision and training of students. Assist in proper management of stores and inventory. Conduct Multi-Disciplinary - and Outreach clinics to Primary Health Care (PHC) facilities on monthly basis. Conducting ward rounds in various wards and fit patients with needed devices. Administration relating

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

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

POST 41/130 : **EMS SHIFT LEADER GRADE 3 REF NO: MPDOH/NOV/24/512**

SALARY CENTRE REQUIREMENTS : R317 751 - R355 812 per annum
: Nelspruit EMS Station (Ehlanzeni District)
: Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant / Emergency Care Technician / Critical Care Assistant / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care with three (3) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as ANT/ ECT / Paramedic / ECP. Current registration with the HPCSA (2024). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Knowledge, Skills and Competencies: Previous supervisory experience or qualification knowledge of the area including health facilities and neighbouring EMS stations. Be able to work under pressure and excessive hours. Basic

		knowledge of labour relations. Good communication skills (verbal and written). Computer literacy.
<u>DUTIES</u>	:	General office administration be responsible of all EMS activities on a shift Human Resource Management. Analyse Patient Report Forms. Rendering of patient management at an Intermediate Life Support level or above. Compile management report. Maintain response times. Maintain discipline on shift. Complete trip authorities for staff. Maintain checklist for vehicles and equipment.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 41/131</u>	:	<u>ARTISAN (PRODUCTION) GRADE A: WASTEWATER TREATMENT PLANT OPERATORS REF NO: MPDOH/NOV/24/513</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R230 898 – R256 263 per annum Bongani TB Specialized Hospital (Ehlanzeni District) Minimum of Grade 10-12 or equivalent qualifications plus certificate in water treatment plant / Chemical engineering certificate. Valid driver's licence. Knowledge and experience of operation of waste water treatment plant repairs and maintenance. Knowledge of operation standards. Knowledge in controlling and managing the water distribution for the Government Waterworks within the Area Office jurisdiction. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.
<u>DUTIES</u>	:	To maintain the wastewater treatment plant at Health facilities by inspecting and undertaking wastewater jobs including reporting thereon. Report faults in the working environment. Monitor, analyze, and record all relevant readings. Maintains accurate records on materials and labour used. Maintains inventory of tools, equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment when needed. Carry out work and operates tools and equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

**PROVINCIAL ADMINISTRATION: NORTH-WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Director: Human Resource Management @ 0183883297 or email address: nwcogtarecruit@nwpg.gov.za
- CLOSING DATE** : 22 November 2024, Time (15H30)
- 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 the applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). 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. Appointment of the successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome before 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, "if 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 have 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 re-appointment under part F must be answered. Declaration must be completed and signed. The North-West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

- POST 41/132** : **DIRECTOR: PROVINCIAL DISASTER MANAGEMENT CENTRE REF NO: 01/24-25**
Chief Directorate: Development and Planning
Job Purpose: To administer provincial disaster management centre.
(Re-advert)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), all-inclusive remuneration package
: Head Office
: Matric/Grade 12. Degree in Disaster Management/ Emergency Management/ Environmental Science or any other relevant related equivalent qualification (NQF level 7) as recognised by SAQA (appointment in terms of Disaster Management Act, Act 57 of 2002, and Section 31). Minimum 5 years' of experience in disaster management at middle managerial/ Deputy Director Level. Nyukela SMS Pre-Entry Certificate. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Disaster Reduction Strategy, Sendai Framework for Disaster Reduction, Disaster Management Act, National Disaster Management Framework, North-West Disaster Management Framework, Municipal Indicative Disaster Risk Profile, Disaster Management processes, Public Financial Management Act, Treasury Regulations. Communication, Report writing, Project management, Policy Interpretation and Development, Financial Management, Strategic Leadership, Presentation and Computer literacy.
- DUTIES** : Coordinate implementation of Municipal disaster management systems and structures. Coordinate implementation of Provincial disaster management systems and structures. Coordinate implementation of integrated information management and emergency communication system. Monitor Provincial disaster management reception Administration services.
- ENQUIRIES** : Mr S Ramagaga Tel No: (018) 388 2329
- POST 41/133** : **DIRECTOR: LEGAL SERVICES REF NO: 02/24-25**
Chief Directorate: Corporate Management Services
Directorate: Legal Services
Job Purpose: To administer provision of Legal Services.
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), all-inclusive remuneration package
: Mmabatho
: Matric/Grade 12. LLB / or any other relevant equivalent qualification Legal Law Degree (NQF Level 7) as recognised by SAQA. Minimum 5 years' of experience as Senior Legal Admin Officer (MR 6)/ Senior Management Level. Nyukela SMS Pre-Entry Certificate and a valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Constitution of the Republic of South Africa, System and Operations of South African Courts of Law, Interpretation of Legislation, Promotion of Administration Justice Act (PAJA), Protection of Personal Information Act (POPIA), Promotion to Access to information Act (PAIA), Public Service Regulations, Public Financial Management Act (PFMA), Computer Literacy, Management and Leadership, Legislative Drafting Contract and Litigation management. Communication, People management, Research and Analytical, Problem solving, conflict and dispute Resolution skills.
- DUTIES** : Develop strategies and procedures for litigation and all legal actions against the Department. Coordinate legislation drafting processes. Provide legal advice and opinion on question of law or legal practices. Monitor implementation and administration of Departmental contracts. Coordinate Legal research, drafting of memoranda reports and government notices.
- ENQUIRIES** : Ms M. Lehoko Tel No: (018) 388 5483

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

CLOSING DATE : 02 December 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 41/134 : **ASSISTANT DIRECTOR: LEGAL SUPPORT REF NO: CAS 57/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 4-year relevant post school qualification LLB with 2 years articles; A minimum of 3 years' experience in the legal environment. Recommendation: Experience in the following: Administrative law; Working in government; Training in heritage related disciplines; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Human Resource Management; Legal; Management of Finances in line with PFMA; Project Management; Skills: Communication (written and verbal); Computer Literacy; Planning & Organising; Analytical thinking; Conflict resolution.

DUTIES : Conduct assessments of competency of local authorities with regards to the facilitation of devolution of powers and functions in terms of the National Heritage Resources Act (Act 25 of 1999) to capacitate local authorities; Provide legal support to Heritage Western Cape management, council, committees and staff; Conduct training and capacity building exercises and raise awareness; Financial Management; People Management.

ENQUIRIES APPLICATIONS : Ms P Meyer Tel No: (021) 483 9691
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/135 : **ARCHIVIST: APPRAISAL AND CLASSIFICATION SYSTEMS REF NO: CAS 45/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Archival studies or with history as a main subject; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge and understanding of the following: Public sector processes, report writing, facilitation skills, interpersonal relations skills, certificates in records management courses offered by the Records Management and Archives Services. Competencies: Knowledge of the following: Records management principles and practices; Relevant legislation; Public service; Project Management; Financial and Statistical Analysis; Legal administration; Skills needed: Proven computer literacy; Written and verbal communication; Organising and research; Ability to work independently and as part of a team.

DUTIES : Conduct appraisal of records for disposal purposes; Monitor compliance with clearance of records; Provide professional support and advice to stakeholders; Design, evaluate, implement and maintain records classification systems; Skills development and administration.

ENQUIRIES : Mr M Mazibuko Tel No: (021) 483 0402

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/136 : **LIBRARIAN (WORCESTER) REF NO: CAS 48/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences. Recommendation: Relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Collection Development; Library and Information science; Prescripts and legislation; Library Procedures and Processes; Skills needed: Proven computer literacy; Written and verbal communication; Planning; Decision making; Conflict management; Finance and audit; Facilitation; Creative thinking; Problem solving; Staff management; Ability to work independently and as part of a team.

DUTIES : Collection Development; Provide professional advice and support to public libraries; Oversee the implementation and management of the Library Information System; Market and promote library services; Perform administrative and supervisory functions.

ENQUIRIES : Ms Y Herbst Tel No: (023) 342 5053
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/137 : **ADMINISTRATIVE OFFICER: OPERATIONAL SUPPORT REF NO: CAS 50/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Basic Accounting System and Logis; Supply Chain Management and the Public Finance Management Act; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and statistical analysis; Legal Administration.

DUTIES : Contribute to the strategic planning and direction of the department by means of finance and/or asset management input both strategic and operational; Implement all financial aspects of the operational plan; Human resource mentoring and coaching of other staff; Procurement of Assets; Manage Inventory.

ENQUIRIES : Ms M Petersen Tel No: (021) 483 9651
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/138 : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: CAS 51/2024**

3-Year Contract Position

SALARY : R308 154 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A valid code B (or higher) driving licence. Recommendation: Appropriate experience in recreation programmes and exposure to setting-up of indigenous games structures; Experience in project management and event planning. Competencies: Knowledge of the following Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, arts and cultural affairs policies, rules, and regulations; Recreation, MOD Programme, Neighbouring School Programme School Sport, and relevant next-level participation, through culture, arts, recreation, education and sports activities and programmes; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written

and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.

DUTIES : Coordinate and assist with the implementation of recreation development; Assist and coordinate the implementation of recreation programmes; Assist with the setting-up of indigenous games structures within local and district municipalities; Assist with the establishment of indigenous games league matches; Coordinate and implement compliance; People management.

ENQUIRIES : Ms M Roberts Tel No:(021) 483 9712

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/139 : **SPORT PROMOTION OFFICER: SCHOOL SPORT REF NO: CAS 52/2024 (X3 POSITIONS AVAILABLE IN WEST COAST, CENTRAL KAROO, HEAD OFFICE)**
3-Year Contract

SALARY : R308 154 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate experience in recreation programmes and exposure to setting-up of indigenous games structures; Experience in project management and event planning. Competencies: Knowledge of the following: Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, arts and cultural affairs policies, rules, and regulations; Recreation, MOD Programme, Neighbouring School Programme School Sport, and relevant next-level participation, through culture, arts, recreation, education and sports activities and programmes; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.

DUTIES : Coordinate and assist with the implementation of recreation development; Assist and coordinate the implementation of recreation programmes; Manage the issue of governance, provide mentorship, guidance and support to staff. Coordinate relevant Sport Development Centres and its activities: Lead, coordinate, monitor and evaluate the relevant Sport Development Centres and its activities. Manage relevant Sport Development Centres and its assets: Manage and take responsibility for relevant Sport Development Centres and its assets.

ENQUIRIES : Mr C Meyer Tel No: (021) 483 9530

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/140 : **PROVINCIAL COORDINATOR: CLUB DEVELOPMENT REF NO: CAS 53/2024**
(3-Year Contract Position)

SALARY : R308 154 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Sport Management; A minimum of 5 years relevant experience in sport administration and supervision of staff. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: National Sport and Recreation Plan; Public Finance Management Act; Sport clubs, federations, sport councils and local municipalities; Conditional Grant Framework; Planning, organising/project management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Budget management.

DUTIES : Coordination and Implementation of the Club Development Programme in the Western Cape; Coordination, monitoring and evaluation of the Club Development Programme; Management and Supervision of Staff in the Club

- Development Programme; Financial Management and Procurement Oversight.
- ENQUIRIES APPLICATIONS** : Mr R Allies Tel No: (021) 483 9780
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/141** : **SPORT PROMOTION OFFICER: SPORT PROMOTION REF NO: CAS 56/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Salary level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A valid code B (or higher) driving licence NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate experience sport federations and sport councils; Experience in project management and event planning. Competencies: Knowledge of the following: Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, policies, rules, and regulations; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures. Facilitate sustainable capacity development in clubs and federations. Implement sport and recreation programmes in the district. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES APPLICATIONS** : Ms C Pather Contact Tel No: (021) 483 9865
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/142** : **ADMINISTRATION CLERK: TRANSPORT SECTION REF NO: CAS 44/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience. Competencies: Knowledge and understanding of the following: Transport Circular 3 of 2019; Database Management; Skills needed: Written and verbal communication skills; Planning and organisational skills.
- DUTIES** : Administer transport and optimal utilization of vehicles; Driving duties; Maintenance of vehicles and record keeping; Following up with queries and recording/reporting incidents and discrepancies of government vehicles.
- ENQUIRIES APPLICATIONS** : Mr M Opperman Tel No:(021) 483 9719
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/143** : **REGISTRY CLERK: RECORDS REF NO: CAS 47/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in relevant systems. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate a computer; Legislative framework governing the public service; Storage and retrieval procedures; Understanding registry work; Skills needed: Proven computer literacy; Written and verbal communication; Ability to work in a team.
- DUTIES** : Provide register counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and disposal.

ENQUIRIES : Ms M Wood Tel No: (021) 483 9614
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 41/144 : **DISTRICT COORDINATOR: CLUB DEVELOPMENT REF NO: CAS 55/2024**
(X4 POSTS AVAILABLE IN VARIOUS LOCATIONS)
3 Year Contract Positions

SALARY : R216 417 per annum (Level 05), plus 37%in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent) or higher qualification; A minimum of 3 years' experience in sport administration and club development; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Club development programme; National sport and recreation plan; Sport clubs, federations, sport councils and local municipalities; Procurement; Event/project management; Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.

DUTIES : Stakeholder Engagement and coordination in the club development programme; Coordination, monitoring and administration of club development reports; Regulation, facilitation and coordination of goods and services for clubs Financial management and oversight for clubs.

ENQUIRIES : Mr R Allies at Tel No: (021) 483 9780
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 41/145 : **ADMINISTRATIVE ASSISTANT (CLUB DEVELOPMENT): SPORT**
PROMOTION REF NO: CAS 54/2024
3-Year Contract Position

SALARY : R183 279 per annum (Level 04), plus 37%in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6months clerical experience. Recommendations: Experience in sport administration and club development. Competencies: A good understanding of the following: Club Development Programme; Human Resource matters; PERMIS or similar system; LOGIS or similar system; Skills needed: Proven computer literacy; Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : General administrative support; Provide comprehensive administrative support to the Club Development Programme by maintaining an organized filing system and coordinating leave forms while keeping accurate records; Staff development and Human Resource support; Facilitate effective staff development by collaborating closely with CDP staff and assisting the Provincial Coordinator in creating growth opportunities; Financial administration; Provide comprehensive financial administration and procurement support by capturing requisitions on the LOGIS system and requesting quotations; Handle correspondence and inquiries related to HR matters, draft submissions for job advertising and contract processes, and assist in interviews and meetings.

ENQUIRIES : Mr R Allies Tel No: (021) 483 9780
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 41/146 : **DRIVER WITH SECONDARY FUNCTIONS: SELECTION REGION**
(SWELLENDAM) REF NO: CAS 43/2024

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10); A minimum of 1-year relevant experience; A valid (Code 10/Code C1) or higher) driving license with a valid Professional Driving Permit (PDP). Competencies: A good understanding of the following: procedures to perform messenger duties; Maintenance of vehicles; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Problem solving; Ability to work independently and as part of a team; Basic computer literacy.

DUTIES : Driving light and medium motor vehicles; Transport passengers and packages, collect and deliver items; Do routine maintenance on the allocated vehicles; Complete all the required and prescript records and logbooks; Render a clerical/support/messenger service in the relevant office; Copy of documents; Assist in the registry.

ENQUIRIES : Ms L Dlambulo-Somdaka Tel No: (028) 514 3072
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 41/147 : **GENERAL FOREMAN: SCHOEMANSPOORT CULTURAL CENTRE REF NO: CAS 46/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10); A minimum of 3 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Repairs and cleaning to building; Basic safety precautions in hazardous chemicals and material; Maintenance and care of equipment as well as machinery; Welding, electricity and plumbing; Facilitation of events regarding venue preparation; Skills needed: Written and verbal communication; Finance, Customer care, Meeting; Ability to work independently and as part of a team.

DUTIES : Maintenance of the buildings; Maintenance of the grounds; Safety and security of the cultural facility; Management of staff; Render logistical support at events and meetings.

ENQUIRIES : Ms L Jeptha Tel No: (021) 483 9722
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 41/148 : **AUXILIARY SERVICE OFFICER: CLIENT INFORMATION SERVICES REF NO: CAS 49/2024**

SALARY : R155 148 per annum (Level 03)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in an archives environment. Competencies: A good understanding of the following: Retrieval and automated storage systems; Archives environment; Archives systems and procedures; Current archival policies and legislation; Skills needed: Proven computer literacy; Written and verbal communication; Ability to move and carry heavy documents; Ability to work independently and as part of a team.
- DUTIES** : Supply of records to clients in the Reading Room, governmental bodies and staff; Processing of records and stack rooms management; Proper care and management for the safety of records; Verification of transfer for archives; Re-packing of archives in stack rooms; Boxing and re-boxing of archives; Administrative duties.
- ENQUIRIES** : Ms E le Roux Tel No: (021) 483 0405
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/149** : **GROUNDSMAN: GROOT DRAKENSTEIN CULTURAL CENTRE (SIMONDUIM) REF NO: CAS 42/2024 (X2 POSTS)**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Basic literacy and numeracy (ABET). Recommendation: Relevant experience in maintenance of buildings and grounds and the usage of equipment; A valid code B (or higher) driving license; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Time management; Interpersonal interaction; Skills in the following: Basic skills in repairs to plumbing and electricity; Proficient with operating tractors and power tools; Communication skills (written and verbal); Ability to follow verbal and written instructions; Ability to work independently and as part of a team.
- DUTIES** : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants, flower beds etc.); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not requires specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facility; Assist with requests from clients - (via booking of the facility).
- ENQUIRIES** : Ms L Jephtha Tel No: (021) 483 9722
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

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 41/150 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: ENDOCRINOLOGY)**

SALARY : Grade 1: R1 472 673 per annum
Grade 2: R1 680 780 per annum
Grade 3: R1 835 835 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 Specialist in Endocrinology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Endocrinology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Endocrinology. **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 Endocrinology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Endocrinology. Competencies (knowledge/skills): Ability to effectively function as a specialist managing staff in the Internal Medicine wards, various Medical and Endocrinology clinics and operate within the Departmental organisation and rules. Dedication to patient care and to maintain professional integrity. Ability to function well within a team and the Department, effective communication with all categories of staff as well as students and active participation in under- and post-graduate teaching and training programmes. Ability to keep neat and complete records. Ability to perform relevant research.

DUTIES : Provide Patient Care at the standards required of a Specialist Physician and at the level of a specialist in Endocrinology. Teach and lecture Endocrinology to undergraduate, postgraduate students and peers and evaluation of students and peers. Participation in delegated administrative functions and the execution of these. Staying abreast of latest developments in Internal Medicine and Endocrinology. Managing of hospital and university related managerial issues as delegated by the Head of Division and/or Head of Department. Research related to Endocrinology, and related topics which includes facilitating the research component required by registrars of the HPCSA for specialty/subspecialty registration, and publishing in peer reviewed and accredited journals.

ENQUIRIES APPLICATIONS : Dr M Conradie-Smit Tel No: (021) 938-5125
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 as a Medical Specialist in Endocrinology with the relevant council (including individuals who must apply for change in registration status).

- CLOSING DATE** : 22 November 2024
- POST 41/151** : **MANAGER: MEDICAL SERVICES GRADE 1 (X2 POSTS)**
- SALARY** : Grade 1: R1 348 635 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 a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A post-graduate qualification in Health care Management/Public Health/Business Management. Experience in managing a hospital commissioning project. Capacity to function within senior clinical management & executive management teams. Capacity to internalize and implement shared organizational values & commitments. Strong leadership skills, strategy, quality management, problem solving, decision-making, operational and contingency planning, flow management, lean operations methodologies, general management; organizational, interpersonal, negotiation, facilitation, presentation and public speaking skills. Competency in Project Management, public sector Financial Management, including budgeting, expenditure control, revenue generation, procurement management, asset and risk management. Competency in public sector Human Resource Management and development, including appropriate staffing levels, skills mix, skills development, discipline and Employee Relations. Competency in Information usage/management to support decision-making, including managing appropriate indicators, target setting, and monitoring-and-evaluation. Knowledge and skills in dealing with relevant medicolegal matters. Competence to acquire new skills as required. Embodying the values of the Department of Health and Wellness.
- DUTIES** : Management of relevant general specialist and highly specialised Clinical Services. Effective and efficient financial management of relevant general specialist and highly specialised clinical services. Ensuring quality patient-centred service delivery via leadership of relevant Clinical FBUs (Functional Business Units). Effective and efficient Human Resource Management within relevant general specialist and highly specialised Clinical Services. Clinical and special/transversal portfolios and projects, as required.
- ENQUIRIES APPLICATIONS** : Dr M Mukosi Tel No: (021) 938 4136
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 22 November 2024
- POST 41/152** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A**
Directorate: Infrastructure Programme Delivery
- SALARY** : R1 200 426 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Head Office, Cape Town
Minimum educational qualification: National Higher Diploma, B Tech, Degree, Honors Degree in a Built Environment field. Registration with a professional council: Registered as a Professional Construction Project Manager (Pr CPM) with SACPCMP. Experience: Six years post-qualification experience required. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Programme and project management. Project and professional judgement. Legal and operational compliance - relevant Built Environment and related legislation plus prescripts. Creating a high-performance culture. Strategic capability and leadership. Problem-solving and analysis. Decision making. Financial management. Customer focus and responsiveness. Communication. Computer skills (Microsoft Office). People management. Planning and organizing. Conflict management. Change

- management. Contract management – various types and forms of construction contracts, with a focus on NEC.
- DUTIES** : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/best practice to keep up with new technologies, viability and feasibility of the building asset management options and innovations for the Department including interaction with relevant stakeholders and professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.
- ENQUIRIES** : Mr G. Graham, Email: Gavin.Graham@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.
- CLOSING DATE** : 22 November 2024
- POST 41/153** : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: CARDIOLOGY) (ELECTROPHYSIOLOGIST) (6/8TH POST)**
- SALARY** : Grade 1: R1 104 504 per annum
Grade 2: R1 260 585 per annum
Grade 3: R1 376 877 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiology (Adult). Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Cardiology (Adult). Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Cardiology. **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 Cardiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Cardiology. Inherent requirements of the job: Accreditation with CASSA (Cardiac Arrhythmia Society of South Africa). EHRA/IBHRE certification (Electrophysiology and pacing). Competencies (knowledge/skills): Certificate in Cardiology (CMSA) and MPhil
- DUTIES** : Theoretical knowledge, clinical and technical skills required as an electrophysiologist in Cardiology. Will be required to perform clinical service in cardiology by providing support and supervision to all components of electrophysiology service, train future electrophysiology staff and act as manager for the electrophysiology unit.
- ENQUIRIES** : Prof AJK Pecoraro, E-mail: pecoraro@sun.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). (Cardio) or equivalent.
- 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 as Medical Specialist in Cardiology with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 22 November 2024
- POST 41/154** : **REGISTRAR (PUBLIC HEALTH)**
Garden Route District
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum

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

- CENTRE REQUIREMENTS** : Garden Route District Office, George
: 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 and willingness to drive. 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. Previous training in Public Health at Postgraduate level. Previous research experience and publications. Post-community service experience in Quality improvement, Monitoring and Evaluation or Health Services management.
- DUTIES** : Public Health medical service provision in the public health services. Teaching and training / supervision of under and postgraduates and running training for PGWC service personnel. Operational research and presentation and publication in peer-reviewed scientific fora. Management, administration, and leadership – using public health expertise to assist administration, management and allocation of personnel, resources and facilities, and to monitor and evaluation programmes and projects. Participate in formal training in public health disciplinary components at master's level.
- ENQUIRIES APPLICATIONS** : Mr Z Brickles Tel No: (044) 803-2703 or Dr D Pienaar at (083) 275-9333
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii)Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."
- CLOSING DATE** : 22 November 2024
- POST 41/155** : **MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE AND OVERNIGHT WARD)**
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** : Mitchell's Plain District Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified

employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's license Completion of Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS). Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Competencies (knowledge/skills): Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell patients.

DUTIES : Clinical management of all emergency medicine presentations to the emergency centre including neonates, children, and adults. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the EC. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters. Participate in research and innovation with regard to systems/publications/conference etc.

ENQUIRIES : Dr K Evans Tel No: (021) 377-4496
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 candidates will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months. Candidates will be subjected to a written/practical and oral assessment

CLOSING DATE : 22 November 2024

POST 41/156 : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
 Chief Directorate: Rural Health Services

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

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as Medical Officer. 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 who 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 requirement of the job: 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.

- DUTIES** : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. 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.
- ENQUIRIES** : Dr Karl Klusmann Tel No: (023) 348-6472 / Ms Nasreen Johaar (secretary) Tel No: (023) 348-1435
- 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 22 November 2024
- POST 41/157** : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
- 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** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health 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: Valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the

ability to work after-hours. Willingness to travel to drainage hospitals for outreach work. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care to manage a large labour ward at regional hospital level. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Candidates should be able to do a basic gestational ultrasound scan. Computer literacy in MS Office mandatory.

DUTIES : Clinical management of all non-acute and emergency O&G presentations to the emergency centres (labour ward and gynae EC). Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables, and equipment.

ENQUIRIES APPLICATIONS : Prof GS Gebhardt Tel No: (021) 938-4638
: 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 may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 : 22 November 2024

POST 41/158 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Chief Directorate: Metro Health Services

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

CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience in a Finance/Supply Chain Management environment. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Effective management of revenue and expenditure budget of the institution. Effective financial control for institution. Effective management of SCM processes for Hub and Spoke principled model implanted in the Sub Structure. Effective asset management for Hub and Spoke principled model implanted in the Sub Structure. Effective patient administration. Effective Information Management for data collection and reporting. Effective people management of component.

DUTIES : Ensure compliance to QC and Vetting Committee, Bid Committee and AOS. Effective warehouse management. Provide adequate service to all platforms and end users in the hospital and the facilities. Ensure regular asset count for hospital and facilities. Remain within the target set by head office for total payments paid within 30 days. Monitor all agency payments. Present expenditure reports and trends in monthly meetings. Meet revenue budget targets. Release accounts within 14 days and follow up on accounts. Ensure accuracy in capturing patient information. Ensure quality improvement plans for timeous authorization and follow up of medical aid approvals, rejections and accounts. Support to Supervisors and components, identify weaknesses in the various units and monitor progress and improvement plans. Determine training and development needs for staff within the various units.

ENQUIRIES APPLICATIONS : Mr EA Swart Tel No: (021) 377-4306
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/ practical and oral assessment. Candidates may be subjected to a Competency Based Assessment Test. The pool of applicants will be considered for other vacant Deputy Director: Financial Manager post within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert."

<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/159</u>	:	<u>PHARMACIST GRADE 1 TO 3 (X2 POSTS)</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>	:	Khayelitsha District Hospital (X1 Post) Helderberg Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the Professions 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 requirement of the job: Willingness to perform relief duties at pharmacies in the sub-structure. Competencies (knowledge/skills): 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. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Perform relief duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing with audits in areas where medicine is kept. Assist with medicine management in the sub-structure by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data for the sub-structure and ensure representation of pharmacy services at all relevant meetings.
<u>ENQUIRIES</u>	:	Ms A Martin Tel No: (021) 360-4427
<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. The pool of applicants will be considered for other vacant Pharmacist 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/oral and practical assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/160</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY PSYCHIATRY (MENTAL HEALTH UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science.

Registration with the Professions Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirement of the job: Willingness to work after hours, weekends, and public holidays. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills. Applicants must have the ability to work under pressure, be self-motivated, possess excellent interpersonal skills, the ability to work as part of a team and independently.

DUTIES : Effective management of the ward and rendering of a holistic comprehensive specialised nursing care within a professional and legal framework. Ensure adherence to MHCA prescripts and other legislations, nursing guidelines, practices, standards and procedures. Manage and monitor the effective utilization of human, financial and physical resources as per departmental policies. Provide effective support, development, education and research activities. Provide effective support service to the Nursing Division. Effectively maintained professional growth and ethical standards in the Psychiatric department.

ENQUIRIES : Mr W Seconds Tel No: (021) 360-4549
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 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 : 22 November 2024

POST 41/161 : **ASSISTANT MANAGER NURSING (GENERAL: NIGHT DUTY)**
 Chief Directorate: Metro Health Services

SALARY : R656 964 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the Health Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Willingness to work overtime should the need arise, day or night. Competencies (knowledge/skills): Excellent conflict management skills. Excellent writing and communication skills. 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 the nursing service at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards.

DUTIES : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants

will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
22 November 2024

CLOSING DATE

:

POST 41/162

:

UNDERGRADUATE LECTURER NURSING GRADE 1 TO 2

SALARY

:

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

CENTRE

:

Western Cape College of Nursing (Boland/Overberg, Southern Cape Karoo and Metro Campus)

REQUIREMENTS

:

Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife or Psychiatric Nurse where applicable. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience 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 Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Possess good communication (written & verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES

:

Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of undergraduate nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.

ENQUIRIES

:

Dr Y Magerman Tel No: (021) 684-1202/ Dr S Mottian Tel No: (044) 813 1841 (Southern Cape/Karoo Campus) / Ms L Strauss Tel No:(023) 814 0090 (Boland/Overberg Campus)

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. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).

CLOSING DATE

:

22 November 2024

POST 41/163

:

LECTURER: POSTGRADUATE DIPLOMA NURSING PROGRAMMES

SALARY

:

Grade 1: R451 533 per annum

<u>CENTRE</u>	:	Grade 2: R553 545 per annum Western Cape College of Nursing (based at: Metro Campus) (Directorate: Western Cape College of Nursing)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following fields, Emergency Nursing, Peri Operative Nursing, Mental Health Nursing, Critical Care Nursing, Primary Care Nursing, Midwifery, Orthopedic Nursing, registered with SANC. A relevant master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife and Psychiatric (where applicable). Experience: Grade 1: A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience 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 Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written and verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer.
<u>DUTIES</u>	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.
<u>ENQUIRIES</u>	:	Dr Magerman Tel No: (021) 684-1202
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/164</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OBSTETRICS) (LABOR BEDS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and

Midwife. A Post basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirement of the job: Willing to work shifts, day- night duty, and public holidays. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills. Computer literacy (MS Office).

DUTIES : 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 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 practicing within the legislation, regulations and protocols applicable to the public service. Maintain and promote professional growth/ethical standards and development of self and others.

ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications 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 Sciences. 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 : 22 November 2024

POST 41/165 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

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

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: A post-basic nursing qualification, with duration of at least 1 year, in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. Registration with professional council: Registration with the SANC as Professional Nurse and Midwifery. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Inherent requirements of the job: Willingness to work

shifts including weekends, public holidays and night duty. Willingness to rotate to other departments within Trauma and Emergency unit. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Clinical Nurse Practitioner in Trauma and Emergency. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in research and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Mrs T Ndungane Tel No: (021) 404-6366
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period 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 Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert. Short-listed candidates may be subjected to a compulsory competency test.

CLOSING DATE : 22 November 2024

POST 41/166 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CLINICAL NURSE TRAINER)**
Chief Directorate: Metro Health Services

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

CENTRE : Khayelitsha District 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 and Midwifery. Post-basic qualification with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/skills): Good written and verbal communication skills. Knowledge of procedures and processes related to nurse training and education. Knowledge and understanding of nursing code of ethics and professional practice of the SANC. Knowledge of PMTCT, IMCI, RTHB, MBFI, PFPF, PPFC, HCT, Post Natal care and Presentation skills desirable. Ability to function independently as well as part of a multidisciplinary team. Computer literacy essential (Ms Word, PowerPoint, Excel and Outlook). Willingness to work after hours. Appropriate and recognisable experience in training of nurses.

DUTIES : Facilitate and teach the clinical programs developed for the Maternal and Child Health Stream. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses Evaluate / assess the competencies and skills of nursing personnel in the Maternal and Child Health stream to ensure safe and competent nurses. Assist with effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development.

ENQUIRIES : Ms M Bennett Tel No: (021) 360-4345
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: Advanced Midwifery and Neonatal 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. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 22 November 2024

POST 41/167 : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**
Garden Route District

SALARY : R444 036 per annum
CENTRE : Harry Comay Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of Supply Chain and Finance Management. Appropriate management & supervisory experience. Appropriate LOGIS & BAS experience. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Sound knowledge of Finance and SCM policies, procedures, prescripts, audit compliance prescripts, Practical workable knowledge of LOGIS, BAS, AR and Clinicom. Strong managerial and supervisory skills. Complex problem-solving skills. Judgement and decision-making skills. Excellent computer skills in MS Office packages. Ability to work under pressure.

DUTIES : Effectively manage supply chain, revenue, expenditure and patient administration components by developing and maintain proper systems to enhance efficiency and compliance. Ensure effective Asset Management of Harry Comay Hospital, George Sub District and Uniondale Cluster. Ensure efficiencies in Warehouse Management (Stores). Provide Health Information System leadership, guidance capacity building, mentoring and support to Health Information Staff. Effective leadership and management of staff. Support to Management and capacity development.

ENQUIRIES : Dr Z North Tel No: (044) 814-1126
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 and competency assessment

CLOSING DATE : 22 November 2024

POST 41/168 : **ASSISTANT DIRECTOR: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R444 036 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National diploma or Degree. Experience: Appropriate experience and supervisory experience in a health care environment. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Appropriate knowledge of

the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Appropriate knowledge of Physical Security management and CCTV control room practices. Appropriate knowledge of managing space, drawing up of various documents pertaining to maintenance of buildings and property management. Computer skills (MS Office, Excel, and Word) Working knowledge of support services management or facility management.

DUTIES : Provide efficient and effective leadership and management of Support Services component and its resources. Manage facility management department of the hospital which comprises of the following areas: Security (including CCTV control room), Parking, Access control, Telephone exchange, Porters, Mortuary and Transport and Ground Services. Manage contracts under the component including security contracts. Physical infrastructure, maintenance, upgrade, and planning. Ensure relevant policy implementation and Compliance at the hospital. Supervision and support to supervisor.

ENQUIRIES : Mr B Hendricks Tel No: (021) 360-4513

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 other vacant Assistant Director: Support Services posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advertisement.

CLOSING DATE : 22 November 2024

POST 41/169 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R444 036 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/ Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: A minimum of appropriate work experience in a hospital or health service environment. Experience in customer care and complaints management. Inherent requirements of the job: Valid driver's licence (code B/BE). Computer literacy in the full Microsoft Office Package. Competencies (knowledge/skills): Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standards.

DUTIES : Manage, evaluate, and report on all aspects of the quality assurance program. Manage, evaluate, report on, and respond to consumer input. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety program. Prepare management reports and provide statistical data. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Involve quality assurance committees, champions and staff in quality improvement projects and facilitate that significant individual performance and positive quality culture change is recognized and rewarded. Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Ensure clinical and nursing audits are conducted to evaluate patient care. Co-ordinate adverse events, complaints, and various other related committees to improve quality of care and service user's satisfaction. Corporate Governance, people, and financial management.

ENQUIRIES : Mr J Kruger Tel No: (021) 360 4622

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 other vacant Quality Assurance Manager

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** : 22 November 2024
- POST 41/170** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R444 036 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.
- DUTIES** : Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component. Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment.
- ENQUIRIES** : Mr B Hendricks Tel No: (021) 360-4513
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 : 22 November 2024
- POST 41/171** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R444 036 per annum
CENTRE : Metro TB Centre
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Cape Metro. Willingness to work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/skills): Leadership and management skills, interpersonal skills, planning and Co-ordination skills. The ability to function independently and in a multi-disciplinary team and the ability to direct the team to ensure good people management practices. Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Computer literacy (MS Word, and Excel).
- DUTIES** : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration for the Metro TB Hospital Complex. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department, and ensure effective supervision of staff. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously.

		Manage Human Resource Development and the implementation of HRD policies, prescripts and the Work Skills Plans, and oversee the training of staff and wellness programmes. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W Sonnie Tel No: (021) 508-7403
	:	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. The pool of applicants will be considered for other similar vacant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical, oral and competency assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/172</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY) (X2 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 REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Cardiology. Registration with a Professional Council: Registration with the HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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 Clinical Technologist: Cardiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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 Clinical Technologist: Cardiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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: Will be required to work outside normal working hours when necessary and on call roster. Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Good communication skills (verbal and written). Theoretical knowledge, clinical and technical skills required as a clinical technologist in Cardiology.
<u>DUTIES</u>	:	Required to perform clinical service in cardiology by providing support and supervision to all components of the cardiology clinical investigations services including: All work in the cardiac catheterization laboratory, ECG's (include Holter ECG and stress ECG), Pacemaker evaluation and programming, Device clinic, Echocardiography, Electrophysiology, participating in research projects, Outreach program which involves services in hospitals within the Tygerberg referral network.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Steyn, Tel No: (021) 938-4099
	:	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 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 Clinical Technologist: Cardiology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	22 November 2024

- POST 41/173** : **SENIOR ADMINISTRATION OFFICER: PEOPLE MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Personnel Administration experience. Appropriate PERSAL experience. Appropriate supervisory experience. Inherent requirements of the job: Valid Driver's license. Willingness to travel between institutions when required. Competencies (knowledge/skills): Ability to ensure compliance and identify irregularities in the application of human resource policies and practices. Ability to effectively convey your thoughts and communicate in a professional manner. Knowledge of the Public Service Act and various OSD's, People Management Policies, Resolutions and Agreements. Computer literacy in MS Office.
- DUTIES** : Adhere and correct application to all transversal personnel practices, policies, and procedures, including all employment practices; conditions of service and terminations, Appointments, pensions, PILIR, structuring of packages, SPMS, establishment administration, RWOEE, commuted overtime and recruitment and selection. Ensure People Management compliance and rectification of Auditor-General reports, as well as Internal Auditor reports. Manage and supervise the general HR office. Responsible for HR related statistics and the effective usage of PERSAL system. Give advice and support regarding Labour Relations to Institutional Management. Monitor and coordinate Labour Relations functions at the Institution. Facilitate training at Institution.
- ENQUIRIES** : Mr C Solomons Tel No: (021) 940-4550.
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 22 November 2024
- POST 41/174** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Overberg District
- SALARY** : R376 413 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control and the management of Asset and Liability Accounts. Appropriate Supervisory experience. Inherent requirements of the job: Valid (Code B/EB/Code C1) driver's license. Willingness to rotate within the Finance and Supply Chain Sections when required. Willingness to work after-hours when required. Competencies (knowledge/skills): Extensive knowledge and practical experience in BAS, Logis and EPS as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, EPS, Clinicom and Account Receivable). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Responsible for overall management for all Finance and Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Responsible for Inventory control, Warehouse Management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts. Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound labour practices are executed and implemented.
- ENQUIRIES** : Mr G Bucchianeri Tel No: (028) 814-3771
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 this post. Candidates may be subjected to a practical test.
- CLOSING DATE** : 22 November 2024

POST 41/175 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate 3-year National Degree/Diploma. Experience: Appropriate experience in labour relations. Competencies (knowledge/skills): In-depth understanding and ability to interpret of relevant legislation pertaining to labour relations. Good interpersonal, consultation, negotiation, decision-making, conflict management and presentation skills. Ability to work independently. Ability to work under pressure. Good communication (verbal and written).

DUTIES : Supervision of staff. Investigate misconduct cases and represent the employer at disciplinary hearings. Case manage disciplinary and grievance matters. Provide advice and support to management and all employees with regards to Labour Related matters. Ensure compliance in terms of Monitoring and Evaluation in relation to Labour Relations statistics and implementation of appropriate intervention. Facilitate appropriate Labour Relations training to all employees. Represent the Department at Conciliations. Facilitate the effective functioning of the IMLC.

ENQUIRIES APPLICATIONS : Ms B Gxasheka Tel No: (021) 404-2079
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 competency test.

CLOSING DATE : 22 November 2024

POST 41/176 : **SENIOR ADMINISTRATION OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R376 413 per annum
Victoria Hospital
Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development in Public Sector. Appropriate experience in PERSAL. Inherent requirement of the job: Valid driver's License (code B/EB). Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resource Development and Training standards, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. Excellent computer skills in MS Office (i.e, Word, Excel, PowerPoint and PERSAL)

DUTIES : Interpret Labour Relations and Human Resource Development and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate weekly/monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Workplace Skills Plan. Co-ordinate Induction training, and facilitate Workshops and Training as required. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD Training committee including representing the hospital at all Labour Relations and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all Labour Relations and HRD training policies, procedures and interventions. Responsible for the coordination of the Wellness interventions at the institution.

ENQUIRIES APPLICATIONS : Ms J Theunissen, email: Janine.Theunissen@westerncape.gov.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.

CLOSING DATE : 22 November 2024

POST 41/177 : **CASE MANAGER**
Chief Directorate: Metro Health Services

SALARY CENTRE : R376 413 per annum
Khayelitsha District Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment and Managed Health Care policies and protocols. Appropriate experience in ICD-10 diagnostic and procedural code assignment. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Knowledge of and experience in ICD-10 Codes assignment and the ability to link patient diagnosis with procedure codes. Knowledge of RAF and other state departments. Computer Literacy ability to work with MS Excel and Web-based Programmes (medical aids).
- DUTIES** : Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Supervision of staff & liaison with relevant role players in matters relating to Case management. Assist Hospital Management in the distribution of Quality Client Care. Compile statistical reports.
- ENQUIRIES** : Mr N Sitonga Tel No: (021) 360-4734, email: Ntsikelelo.Sitonga@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. The pool of applicants will be considered for other vacant Case Manager post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates may be subjected to a written/practical/oral assessment and competency test
- CLOSING DATE** : 22 November 2024
- POST 41/178** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SUPPLY CHAIN MANAGEMENT)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
: Head Office, Cape Town, (Bellville Engineering Workshop)
: Minimum educational qualification: Appropriate 3 year National (Diploma or Degree). Experience: Appropriate Supervisory Experience in Acquisition and Procurement, Asset Management, Stores, Contract Management (SCM), Expenditure Management, Assets and Liabilities (Finance), Transport and People Management. Inherent requirement of the job: Code 8 driver's licence (EB). Competencies (knowledge/skills): Knowledge of the PFMA, as well as Treasury Directives and Legislation pertaining to Supply Chain Management, Transport and Finance. Knowledge and experience of LOGIS and BAS system. Knowledge and experience in SCM, Finance and Transport, Good communication skills. Computer literacy (MS Word, Excel, Power Point).
- DUTIES** : Management of Supply Chain Functions, Finance Functions, and Transport Functions. Management of Stores. Financial Data Management. Human Resource Management. Supervision of Personnel. Reporting, SCM, Finance, Transport.
- ENQUIRIES** : Ms P Dyakophu Tel No: (021) 918-1474
- 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** : 22 November 2024
- POST 41/179** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum

- CENTRE REQUIREMENTS** : Khayelitsha District Hospital
 : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in data processing, data quality checking and data analysis. Appropriate experience in report writing and compiling data in different formats. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy skills (MS Office: Word, Excel, and PowerPoint) especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Highly developed understanding of information technology, i.e. familiar with health information systems like, SINJANI, DHIS, Clinicom, ECCR, and ECM (Electronic Content Management). Good Numerical and analytical skills wrt technical knowledge, report writing and data management skills. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, data, processes and standard operating procedures. Good leadership, interpersonal and communication (verbal and written English) skills. Presentation Skills.
- DUTIES** : Assist with the operational planning and project management within the component Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc according to NDOH and Provincial requirements. Monitor and evaluate compliance to Information Management processes, policies and systems. Provide health management reports and data quality reports. Liaise with and provide support and feedback (written and verbal) reports to health data providers verifying, validating and maintain accurate health data. Respond to ad hoc data queries and requests. Submit complete data timeously to the Department. Ensure good quality data, compliance and adherence to legislative target dates. Monthly Presentation of Data to Management Conduct data audits throughout the data trail. Test and report on new or enhanced information systems. Act as system controller for ECCR, Clinicom and ECM Oversee of all ward clerks.
- ENQUIRIES APPLICATIONS** : Mr N Sitonga Tel No: (021) 360-4734
 : 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 other similar vacant post 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** : 22 November 2024
- POST 41/180** : **INDUSTRIAL TECHNICIAN PRODUCTION (GENERAL ENGINEERING)**
 Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
 : Khayelitsha District Hospital
 : Minimum educational qualification: National Diploma in Engineering (T- N- or S – Stream) in Electronics, Mechanics or registered with the Engineering Council of SOUTH Africa (ECSA) as a professional Technician. Experience: Appropriate experience in the repair and maintenance of medical equipment. Inherent requirement of the job: A valid (code B/EB) driver license and willing to work afterhours/overtime. Competencies (knowledge/skills): The ability to perform, manage and supervise the repair of Health Technology equipment in a hospital environment. Excellent fault-finding abilities on electronic equipment and be able to trace faults down to component level on PC Boards. Ability to compile technical specifications for HT equipment. Computer literate and the ability to manage, plan and organise and working in a team.
- DUTIES** : Manage and carry out maintenance, repairs, routine inspection and evaluation of electronic, respiratory and anaesthetic equipment. General administrative duties as required i.e. Write reports, specifications and record keeping of departmental activities. Manage service contracts and maintenance projects. Ensure compliance with the Occupational Health and Safety Act. Candidate must attend meetings and be able to communicate effectively with clinical and other personnel as well as private sector employees.
- ENQUIRIES APPLICATIONS** : Mr B Hendricks Tel No: (021) 360-4513
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Director:

MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
22 November 2024

CLOSING DATE

POST 41/181

ADMINISTRATIVE OFFICER: FINANCE AND SUPPLY CHAIN MANAGEMENT
Cape Winelands District

SALARY CENTRE REQUIREMENTS

R308 154 per annum
Drakenstein Sub-district
Minimum educational qualification: 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 (KRA's) of the post. Experience: Appropriate experience in LOGIS and BAS. Appropriate experience in Supply Chain Management (SCM) and Finance processes. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Extensive knowledge of systems: LOGIS, BAS, Electronic Procurement Solution (EPS), Central Supplier Database (CSD) and Supplier Evidence Bank (SEB). Extensive knowledge of the public Finance Management Act (PFMA), National, Provincial Treasury Regulations, and the Accounting Officer's System of the Department of Health. Excellent managerial, leadership and good organising and communicating skills and computer literacy (Ms Word, Excel, PowerPoint).

DUTIES

Management and effective co-ordination of SCM and Finance. Accurate and timeous reporting as per requirements e.g. CMI, AFS/IFS/BSC, BMI (budgets), expenditure. Perform all administrative duties related to Supply Chain Management and Finance. Execute compliance control related to Supply Chain Management and Finance. Handle audit queries regarding payments, commitments, accruals and leases. Effective and efficient management of the Human Resources in the Finance and SCM component and manage staff performance of sub-ordinates.

ENQUIRIES APPLICATIONS

Ms S Theron Tel No: (021) 877-6400
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert."

CLOSING DATE

22 November 2024

POST 41/182

ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS

R308 154 per annum
Mitchell's Plain District Hospital
Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel Administration (i.e. Salary administration, Service Conditions, Personnel Management and Recruitment and Selection. Appropriate PERSAL experience. Competencies (knowledge/skills): Knowledge of People Management legislation and policies with the ability to understand and provide advice on policies. Abilities to function effectively within a team environment with or without supervision. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and PERSAL).

DUTIES

Manage all Human Resource related functions within the HR Department in conjunction with the Senior Administrative Officer. Supervise Administration Clerks to ensure effective functioning of the Personnel Administration Section. Administer and ensure effective and efficient implementation of Human Resource Management policies and prescripts. Approve PERSAL transactions. Train and develop sub-ordinates as well as assist with training of all occupational groups at the institution regarding HR matters. Ensure effective administration/implementation of appointments, service termination, salary administration, PILLIR, RWOEE, WCA and general service conditions. Auditing of leave and personnel files, debt management, pension administration and management of pay sheets and commuted overtime. Assist with the updating of various PM databases. Maintain an effective and efficient Recruitment and Selection service.

ENQUIRIES

Ms CC Johnson Tel No: (021) 377-4499

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

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

CLOSING DATE : 22 November 2024

POST 41/183 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R308 154 per annum
CENTRE : Forensic Pathology Services, Head Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a LOGIS /Finance environment. Inherent requirements of the job: Valid code B/EB drivers' licence. Above average in Computer and software literacy (MS Office). Ability to communicate clearly and discreetly in person and in writing. Knowledge of BAS. Competencies (knowledge/skills): Ability to work independently. Ability to accurately analyse data (numbers). Good interpersonal and organisational skills.

DUTIES : Effective and efficient processing of payments. Management of asset & liability accounts. Effective and efficient management of debt. Effective and efficient management of revenue. Effective and efficient supervision of staff.

ENQUIRIES : Mr J Small Tel No: (021) 928- 1520
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. Short-listed candidates may be subjected to a practical test.

CLOSING DATE : 22 November 2024

POST 41/184 : **PEST CONTROL SUPERVISOR**

SALARY : R308 154 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). National Certificate in Pest Control. Experience: Appropriate experience in Industrial Pest Control Environment, Housekeeping, Contract Management, and personnel/office management. Inherent requirements of the job: Willing to perform standby duties and work irregular hours. Registration with Department of Agriculture. Competencies (knowledge/skills): Excellent computer skills (MS Word, Excel and PowerPoint). Sound knowledge and understanding of Pest Control protocols and application of pesticide. Excellent report writing skills and the ability to motivate and train staff.

DUTIES : To deliver a high quality of pest control service within allotted time frames. To Implement effective preventive pest control measures throughout the entire estate. To maintain strong stakeholder engagement regarding pest control to ensure a safe and hygienic environment for patients. Manage and oversee Environmental Hygiene Services and Contract Management i.e. Cleaning, Waste management and any other adhoc contract services. Effective and efficient Human Resource Management e.g. recruitment and selection process, performance management system, leave management, disciplinary procedures, grievance procedures, project management, training and development of staff.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237
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 : 22 November 2024

POST 41/185 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Central Karoo District

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

CENTRE : Beaufort-West Hospital

<u>REQUIREMENTS</u>	:	Minimum educational requirement: 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 the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal).
<u>DUTIES</u>	:	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. Participate in training, development and research within the nursing department. Provision of support to nursing services.
<u>ENQUIRIES</u>	:	Ms L Joenaal Tel No: (023) 414-8200
<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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/186</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Beaufort-West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational requirement: 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 the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal).
<u>DUTIES</u>	:	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. Participate in training, development and research within the nursing department. Provision of support to nursing services.
<u>ENQUIRIES</u>	:	Ms L Joenaal Tel No: (023) 414-8200
<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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/187</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Brewelskloof Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays, weekends and relief in other departments. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care Knowledge of the Nursing Act and relevant Regulations. Supervisory skills and optimal utilisation of sub-ordinates.
<u>DUTIES</u>	:	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. Coordinate, supervise and evaluate the duties of household aids.
<u>ENQUIRIES</u>	:	Mr NL Mahashe Tel No: (023) 348-1311
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Brewelskloof Hospital for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	22 November 2024

<u>POST 41/188</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R250 947 per annum Grade 2: R290 436 per annum Grade 3: R313 308 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist's Assistant (Post Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid Driver's License (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Experience in JAC/computerized pharmaceutical system. Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under both direct and indirect supervision of a pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the packing of pharmaceuticals products. Assist with the control and distribution finished pharmacy products. Assist with the collation and organizing of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant: Post Basic.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Moosa Tel No: (021) 816-8551 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 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 appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for other similar vacant Pharmacy assistants Post basic posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/189</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY) (5/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R235 329 per annum Grade 2: R274 848 per annum Grade 3: R321 741 per annum
<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 Clinical Technologist in Cardiology. Registration with a Professional Council: Registration with the HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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 Clinical Technologist: Cardiology respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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 Clinical Technologist: Cardiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Good communication skills (verbal and written). Theoretical knowledge, clinical and technical skills required as a clinical technologist in Cardiology.

DUTIES : Required to perform clinical service in cardiology by providing support and supervision to all components of the cardiology clinical investigations services including: All work in the cardiac catheterization laboratory, ECG's (include Holter ECG and stress ECG), Pacemaker evaluation and programming, Device clinic, Echocardiography, Electrophysiology, participating in research projects.

ENQUIRIES APPLICATIONS : Mr J Steyn Tel No: (021) 938-4099
: 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 as Clinical Technologist: Cardiology with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 22 November 2024

POST 41/190 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**

SALARY : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Perform standby duties and work overtime when required. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Learn and comply with in-house systems and procedures. High tension knowledge will serve as a strong advantage.

DUTIES : Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.

ENQUIRIES APPLICATIONS : Mr K Mgcodo Tel No: (021) 404-6251
: 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 : 22 November 2024

POST 41/191 : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES AND PATIENT ADMINISTRATION)**
Garden Route District

SALARY : R216 417 per annum

CENTRE REQUIREMENTS : Alan Blyth Hospital, Garden Route and Central Karoo Districts
 : 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 (KPA's) of the post. Experience: Appropriate experience in a Hospital Fees and/or Patient Administration related environment. Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to work after hours when required. Competencies (knowledge/skills): Ability to meet and to recognize and respond to problematic matters. Good system management skills (Clinicom, AR, BAS and JAC). Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills.

DUTIES : Assist with Hospital Fees, Patient Administration and Medical Records Division, Release of Journals on BAS, Deposit Day Ends, and Deposit Confirmation of Monies Banked, Clinicom transactions and Accounts Receivable transactions. Submit Monthly Reports to District Office and Head Office on Hospital Fees/Revenue related transactions with regard to- In Year Monitoring, Revenue Action Plan, Billing and BAS Recon. Effectively Generate income, the management thereof and regular follow-ups. Render administrative support service to management, colleagues and other institutions. Effective filing and archiving of documents for future use and audit purposes.

ENQUIRIES APPLICATIONS : Mr R Mars Tel No: (044) 203-7247
 : 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 : 22 November 2024

POST 41/192 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

SALARY : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Supply Chain Management in a buying capacity and the procurement of equipment, provisioning of goods and services. Appropriate experience that focuses on the Key Performance Areas of the post. Competencies (knowledge/skills): Knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Knowledge of tenders & contracts management. Timeous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel & Outlook). Knowledge and skills of Syspro / Logis Procurement System, Electronic Procurement System(ePS), Western Cape Supplier Evidence Bank. Experience of using the Electronic Procurement System (ePS) quotation tool, SEB, CSD and Syspro.

DUTIES : Ensure effective and efficient procurement of Equipment and Services are done in time, as per approved Budget. Receiving and evaluation of proposals / Quotations, making supplier recommendations, correct placing of orders according to SCM policies and correct implementation of procedures and directives relating to procurement. Coordinate and facilitate the Sourcing management process, Record and System management. Effective communication and overall responsiveness. Provide support to colleagues and supervisors (internal and external). File source documents. Perform other tasks as provided by the supervisor of Supply Chain Management. Handle telephonic and written enquiries from suppliers (companies) and user departments.

ENQUIRIES APPLICATIONS : Mr E Sampson Tel No: (021) 938-5172
 : 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 may be subjected to a competency test
CLOSING DATE : 22 November 2024

POST 41/193 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
Overberg District

SALARY : R216 417 per annum
CENTRE : Caledon 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 Supply Chain Management, focusing on Warehousing on a computerised system. Inherent requirements of the job: Valid (Code B/EB, Code C1) driver's license. Willingness to rotate within Supply Chain Section and relieve colleagues. Physically able to handle stock. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS system, Warehouse Management functions. Computer literacy (MS Excel and Word). Ability to work in a physically demanding environment.

DUTIES : Perform all Warehouse Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users. Perform relief duties as well as support to supervisor as required.

ENQUIRIES : Mr G Bucchianeri Tel No: (028) 814-3771
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 this post. Candidates may be subjected to a practical test.

CLOSING DATE : 22 November 2024

POST 41/194 : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions. Appropriate medical records experience in a health environment. Appropriate experience in the Clinicom System. Inherent requirement of the job: Prepared to work 12-hour shifts (which include night duty, weekends, public holidays, and work overtime on short notice). Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literacy. Ability to accept accountability, responsibility, work independently. Ability to function and participate actively in a group.

DUTIES : Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System. Report all MVA's and WCA's to Batsumi Hotline. Admit patients. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain an effective filing system. Maintain and repair patient files and prepare case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients. Relieve in other departments as operationally required.

ENQUIRIES : Mr M Davids Tel No: (021) 810-6678
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 other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 22 November 2024

- POST 41/195** : **ADMINISTRATION CLERK: SCM (WAREHOUSE)**
Chief Directorate: Rural Health Services
- SALARY** : R216 417 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics 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 environment. Inherent requirement of the job: Willingness to rotate within Supply Chain Section and relieve colleagues. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS System and functional experience in obtaining quotations on an electronic purchasing system (ePS). Computer literacy (MS Excel and Word).
- DUTIES** : Ensure Correctness of stock received in warehouse (quantity, quality, expiry dates and according to specs). Issuing of stock to end-users with correct totals issued & recording on bin-cards as well as applying FIFO & FEFO principles. Responsible for regular spot-checks & stock counting. Responsible for effective Stock management, correct minimum & maximum levels, report stock not moving. Ensure safeguarding of stock, OHS & Fire compliance. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle telephonic and written queries to & from suppliers and End Users. Willingness to rotate within Supply Chain Section and relieve colleagues.
- ENQUIRIES** : Ms I Geswind Tel No: (023) 348-1252
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates will be expected to undergo a practical assessment.
CLOSING DATE : 22 November 2024
- POST 41/196** : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
CENTRE : Symphony Way CDC (Northern Tygerberg Sub-structure)
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in office management and administration in a health environment. Competencies (knowledge/skills): Practical computer literacy, especially in the Windows programmes (MS Word, Excel, and Outlook) A pleasant and professional telephone manner and good human relations. Ability to work under pressure. Excellent time management and organizational skills.
- DUTIES** : General administrative duties e.g., Telephone messaging, minute taking, preparation of documentation, maintain diaries and appointments. Assist Facility Manager, Supervisor, and staff with People management matters e.g., Appointments, service terminations, transfers, pension administration, leave administration, housing, distribution of pay slips. Effective meeting management (minute taking and logistical arrangements) Maintain registers for statutory registrations (SANC, HPCSA). Presenting of information on request & distributing of documentation. Delivering of documents with due dates and managing of conference/boardrooms rooms.
- ENQUIRIES** : Ms G Naude Tel No: (021) 204-9462
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 22 November 2024
- POST 41/197** : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District
- SALARY** : R216 417 per annum

CENTRE REQUIREMENTS : Barrydale Clinic, Swellendam Sub-district
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate administration experience in a hospital or Clinic environment. Appropriate experience in the PHCIS system. Inherent requirements of the job: Willingness to work extended hours and overtime on short notice to meet operational requirements. Valid driver's licence (Code B/EB/C1). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Must be able to work on Primary Health Care Information System. Ability to work a in Clinic Environment.

DUTIES : Admission of patients maintain patient appointments and schedule appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders. Collate patient statistics and reconciliation with Para-medical department records. Manage, order and maintaining of stock levels and equipment. Effective support to supervisor and colleagues.

ENQUIRIES APPLICATIONS : Ms G Van der Westhuizen Tel No: (028) 514-8400
 : 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 : 22 November 2024

POST 41/198 : **ADMINISTRATION CLERK: WARDS (OVERNIGHT WARD)**
 Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
 : Mitchell's Plain District Hospital
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate experience working in a hospital environment. Appropriate experience in office administration and patient ward administrative functions. Appropriate experience in CLINICOM, LOGIS and Electronic Content Management. Inherent requirements of the job: Willingness to rotate between wards based on operational needs. Willingness to work shifts including night duty, weekends and public holidays. Willingness to work overtime as requested. Competencies (knowledge/skills): Good Computer skills (MS Word, Excel, Power point, Outlook). Strong organizational skills.

DUTIES : Perform ward administration and support duties including faxing, copying, filing, minute taking and dealing with telephone inquiries. CLINICOM functions admit, discharge transfer patience etc. Effective and efficient patient administration process patient documents, forms, folders and information management – administration and data capturing. Resource management ordering and stock taking as delegated, control of stock and assist OPM with the requisition of store stock/ buy outs. Quality assurance and improvement – Professional interaction both internal and external.

ENQUIRIES APPLICATIONS : Mr R Geswindt Tel No: (021) 377-4410
 : 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 : 22 November 2024

POST 41/199 : **ADMINISTRATION CLERK: HRD (EMPLOYEE DEVELOPMENT AND EMPLOYEE RELATIONS)**
 Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
 : Karl Bremer Hospital
 : Minimum educational qualification: National Senior Certificate or equivalent.
 : Experience: Appropriate administrative experience in a Training & Development & Labour Relations environment. Competencies (knowledge/skills): Good communication skills, both verbal and written. Working knowledge of PERSAL. Knowledge of and application of applicable human resource policies. Computer skills (MS Office, Excel and Word). Ability to work independently.

<u>DUTIES</u>	:	Implementation of HR policy/prescripts. Effective Administrative Support in People Development by assisting with the development, implementation; evaluation of a Workplace Skills Programme, maintaining data base of training interventions and coordination of Induction Training. Effective Administrative Support in Employee Relations w r t grievances; disciplinary cases and maintenance of relevant databases. Monthly reporting on statistics in Employee Relations and People Development. Rendering of an administrative support function i. e secretariat service to the PD&T. Committee as well as the Institutional Management and Labour Committee (IMLC), preparation of distribution of agendas. minutes, minute keeping and logistical arrangements.
<u>ENQUIRIES</u>	:	Mr A Horak Tel No: (021) 834-5884
<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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/200</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X7 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as a Staff Nurse. Experience: Grade1: None Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work night duty, weekends, public holidays as well as overtime. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plan. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Mr R Geswindt Tel No: (021) 377-4410
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for similar vacant posts within the 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.
<u>CLOSING DATE</u>	:	22 November 2024
<u>POST 41/201</u>	:	<u>ARTISAN ASSISTANT: REFRIGERATION/AIR CONDITIONING</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Bellville Mobile Workshop)

- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate/recognisable experience in refrigeration and Air Con and knowledge of repairs and installation of refrigeration and air-con components. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform standby duties and emergency breakdowns. Perform necessary administrative functions. Control over tools and materials. Maintain and repairs of refrigeration and air-conditioning installations and equipment at the hospital. Assist the Artisans with their duties. Adherence to the Occupational Health and Safety Act.
- ENQUIRIES** : Mr A Bingham (Chairperson) at (079) 517-2405
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 : 22 November 2024
- POST 41/202** : **TELKOM OPERATOR**
 Chief Directorate: Metro Health Services
- SALARY** : R183 249 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment. Inherent requirement of the job: Physically able to hear and speak clearly. Competencies (knowledge/skills): Appropriate experience and ability to operate Switchboard equipment, a messaging and paging system effectively and efficiently. Excellent listening skills and telephone etiquette. Appropriate experience of General reception (Helpdesk) duties and computer literacy in Microsoft Packages (Word, Excel and Outlook).
- DUTIES** : Manage switchboard, efficient communication handling (both internally and externally) of incoming and outgoing calls and answer telephonic queries and deliver messages. Handling of all telecommunication equipment and related tasks and ensuring that switchboard and telephone equipment is in working order and report all faults to supervisor/ relevant persons. Maintain internal telephone directory. Provide feedback on the operational running of the component and support supervisor by adhering to the Code of Conduct for the Public Service. Monitor telephone accounts and distribute monthly to departments. Render a general reception and an administrative support service to patients, public, and staff.
- ENQUIRIES** : Mr G Viljoen Tel No: (021) 370-2368
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 written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 22 November 2024
- POST 41/203** : **ARTISAN ASSISTANT**
 West Coast District
- SALARY** : R183 279 per annum
CENTRE : Vredenburg Hospital, Saldanha Sub-district
REQUIREMENTS : Minimum educational qualification: Grade 10/Std 8 Certificate (or equivalent). Experience: Appropriate experience in a workshop environment. Inherent requirements of the job: Willingness to work overtime when required. Ability to perform standby duties when required. Capability to perform strenuous physical labour. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Basic knowledge of carpentry, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other Handyman related functions. Knowledge of Occupational Health and Safety Act.
- DUTIES** : Maintenance, installation, and repair works in the building service as well as exterior works on the premises at Handyman level. Maintenance and unblocking sewer systems and minor repairs in plumbing. Maintenance,

installation, repair, modify and manufacture items, equipment, and machines in the mechanical field under supervision of an Artisan. Maintenance, repair and installations of equipment and electrical items, and repairs in the light current field. Responsible for basic administration work as well as completing job cards.

- ENQUIRIES** : Mr A Van Vuuren Tel No: (022) 709-5069
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment.
- CLOSING DATE** : 22 November 2024
- POST 41/204** : **NURSING ASSISTANT GRADE 1 TO 3 (X3 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** : Lentegour Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with the Health Professions Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. 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 nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.
- DUTIES** : Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
- ENQUIRIES** : Sr ID Cupido Tel No: (021) 370-1358
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 22 November 2024
- POST 41/205** : **TRADESMAN AID (REFRIGERATION/AIR CONDITIONING)**
Directorate: Engineering and Technical Support Services
- SALARY** : R155 148 per annum
- CENTRE** : Head Office, Cape Town, (Bellville Mobile Workshop)
- REQUIREMENTS** : Minimum requirement: Grade 10 (or equivalent). Experience: Appropriate experience within the Refrigeration and Air-con field. Inherent requirements of

- the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills.
- DUTIES** : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.
- ENQUIRIES** : Mr L Semono Tel No: (021) 830-3770
- 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** : 22 November 2024
- POST 41/206** : **DRIVER (LIGHT DUTY VEHICLE)**
Garden Route District
- SALARY** : R131 265 per annum
- CENTRE** : Oudtshoorn Hospital
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of personnel and goods in a Health Facility set up. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Valid Public Driving Permit (PDP). Competencies (knowledge/skills): Good interpersonal skills. Take responsibility for your work, be accountable and the ability to independently. Knowledge of routine, maintenance, and inspections for defects on vehicles. Ability to read and comprehend traffic signs and road directions. Must do standby and work overtime after hours including weekends and public holidays. Physically fit and able to lift and load heavy items.
- DUTIES** : Transport of good, packages, equipment, medicine and personnel. Conduct routine vehicle inspections and report defects and ensure that routine maintenance is performed. Perform administrative duties pertaining to GG vehicles and ensure accurate and detailed completion of logbooks Effective support to supervisor and colleagues and perform ad-hoc duties when required. Effective maintenance of vehicles.
- ENQUIRIES** : Mr SR Papa Tel No: (044) 203 - 7200
- 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 do a practical test.
- CLOSING DATE** : 22 November 2024
- POST 41/207** : **FOOD SERVICES AID (X4 POSTS)**
- SALARY** : R131 265 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills.
- DUTIES** : Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
- ENQUIRIES** : Ms R Keyser Tel No: (021) 938-4135
- 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 may be subjected to a practical assessment
- CLOSING DATE** : 22 November 2024

POST 41/208 : **GROUNDSMAN (GROUNDS AND GARDENING) (X3 POSTS)**

SALARY : R131 265 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirements: Basic Literacy and numeracy (ABET Level 2). Experience: Appropriate experience. Inherent requirement of the job: Be able to operate garden machinery (lawn mowers and brush cutters). Competencies (knowledge/skills): Knowledge of gardening, including landscaping and irrigation systems. Gardening skills (tree felling, shaping foliage, identifying weeds). Good communication skills.

DUTIES : Responsible for maintenance of facility. Ensure that grounds and gardens are maintained (horticultural aspects). Effective support to the supervisor.

ENQUIRIES : Ms C Johnson Tel No: (021) 938-5327
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 : 22 November 2024

POST 41/209 : **GROUNDSMAN**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R131 265 per annum
CENTRE : Forensic Pathology Service, Hermanus Laboratory
REQUIREMENTS : Minimum requirement: Basic Reading, Writing and Numerical Skills. Experience: Appropriate groundsman experience. Inherent requirements of the job: Knowledge of Occupational Health and Safety requirements. Knowledge of Garden equipment and DIY tools. Knowledge to operate and maintain fuel driven equipment. Knowledge of maintaining gardens. Basic knowledge of general hygiene practices. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to work independently. Ability to function within a team. Ability to optimally utilize allocated resources. Ability to communicate clearly and discreetly in person and in writing. Appropriate building maintenance experience.

DUTIES : Optimally render and maintain cleaning and related service pertaining to the grounds within and around the facility. Effectively and efficiently clean and maintain gardens around the facility. Effective support to the manager related to maintenance aspects. An efficient support service to the facility manager with regard to management of the Forensic Pathology Service.

ENQUIRIES : Ms K Van Der Berg, email: Karen.VanDerBerg@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. Shortlisting candidate's will be subjected to a practical test and may be subjected to a psychometric test. Candidates will be subjected to a security clearance prior to appointment.

CLOSING DATE : 22 November 2024

POST 41/210 : **GROUNDSMAN**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R131 265 per annum
CENTRE : Forensic Pathology Services, Head Office
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in Groundsman duties. Inherent requirements of the job: Valid Code B/ EB driver's License. Ability to communicate clearly and discreetly in person and in writing. Competencies (knowledge/skills): Consistently adheres to workplace OHS and Environmental Policies and procedures. Ability to follow procedures and instructions. Ability to work independently. Physically fit with ability to work with heavy objects. Appropriate experience in logging of calls on Engineering Portal. Knowledge of basic household consumables. Knowledge of cleaning material. Ability to distinguish household plants and weed. Knowledge of handling of garden tools and power tools. Appropriate experience in minor repairs. Appropriate experience in electrical/Fuel Garden equipment.

DUTIES : Effective Maintenance of Grounds. Effective Maintenance of equipment. Trimming and cleaning of area between the outer and inner perimeter fences. Provide support to colleagues and supervisor. Responsible for driving duties.

ENQUIRIES : Mr G Hendricks Tel No: (021) 928-1518

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. Shortlisting candidate's will be subjected to a practical test and may be subjected to a psychometric test. Candidates will be subjected to a security clearance prior to appointment.

CLOSING DATE : 22 November 2024

POST 41/211 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large scale, Industrial Food Service Unit in a hospital environment. Inherent requirements of the job: Incumbent must be prepared to work shifts which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Inherent requirements of the job: Incumbent must be prepared to work shifts which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles.

DUTIES : Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Ms H Cloete Tel No: (021) 503-5033

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 other similar 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 : 22 November 2024

POST 41/212 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale industrial food service environment. Inherent requirements of the job: Be able to work shifts, weekends, and public holidays. Be healthy and strong able to lift heavy objects and be on their feet the entire day. Ability to function in a group as well work independently and to work under pressure. Dress according to departmental specifications and adhere to hospital policy. Interpret standardized recipes, use a scale and do basic sums. Competencies (knowledge/skills): Good communication skills, ability to communicate effectively. Knowledge of mass production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Knowledge of National food service guidelines Knowledge of basic cleaning and maintenance of industrial equipment Sound organizing, interpersonal and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.

DUTIES : Pre preparations and production of all normal and therapeutic diets. Weigh, dishing and distribution of patient's food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct

hygiene and safety procedures within the food service unit Follow and adhere to elementary control, measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils, and equipment. Assist with informal in-service training of new employees.

ENQUIRIES APPLICATIONS : Ms L van Rhyn Tel No: (021) 799-1243
: 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 other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 22 November 2024

POST 41/213 : **HOUSEHOLD AID**
Central Karoo District

SALARY : R131 265 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills): Good communication skills and Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice.

DUTIES : General cleaning, housekeeping, and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal). Ensure effective waste management, linen control, laundry and food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.

ENQUIRIES APPLICATIONS : Mr TW Ntombana Tel No: (023) 414-8200
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : The pool of applicants will be considered for similar vacant posts within the Central Karoo for a period of 3 months from date of advert.

CLOSING DATE : 22 November 2024

POST 41/214 : **GENERAL WORKER: STORES**
Cape Winelands District

SALARY : R131 265 per annum
CENTRE : Brewelskloof Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Experience in the stores environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Ability to communicate (written and verbal).

DUTIES : Assist the Provisioning Clerk with the handling of stock and assets (including asset management). Receive and issue inventory items / assets. Deliver inventories and assets to end-users with government vehicle, rotate store stock (first in, first out). Perform certain messenger duties between the stores and other departments within the hospital / clinic environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required.

ENQUIRIES APPLICATIONS : Mr JG Meiring Tel No: (023) 348-1344
: 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 Brewelskloof Hospital for a period of 3 months from date of advert."

CLOSING DATE : 22 November 2024

- POST 41/215** : **MESSENGER**
Chief Directorate: Metro Health Services
- SALARY** : R131 265 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirement: Basic Numeracy and Literacy. Experience: Appropriate messenger and registry experience. Inherent requirements of the job: Must have the ability to pick up heavy bags, filled with post and goods. Perform relieve registry clerk duties, on request from Supervisor. A valid (Code (B/EB) driver's License. Competencies (knowledge/skills): Must be a dedicated team player, innovative, self-motivated and have good memory skills. Good verbal and written communication skills. Planning, organising and client orientation skills.
- DUTIES** : Collecting, delivery and distribution of all files, post and correspondence to and from various departments, wards and post office. Assist with banking of state monies. Assist registry personnel, Medical Records and all other officials within the hospital. Circulate all documents, notices/memos, circulars and change list of nursing. Assist with late birth registrations and handle confidential documentation.
- ENQUIRIES** : Ms N Dunjwa. Tel No: (021) 918-1372
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical / written and oral assessment. The pool of 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** : 22 November 2024
- POST 41/216** : **CLEANER**
Chief Directorate: Metro Health Services
- SALARY** : R131 265 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate knowledge and experience in cleaning and waste management in a hospital/health environment. Inherent requirements of the job: The Physical ability to lift heavy objects. Valid driver's licence. Competencies (knowledge/skills): Good communication skills. Knowledge of collection of waste, waste handling, waste segregation and waste disposal. Knowledge of Occupational Health and Safety and Infection Control policies.
- DUTIES** : Provide a clean, safe and hygienic environment in terms of standards and procedures to prevent spread of infection and injuries which includes sweeping, scrubbing, mopping floors, dusting, emptying bins, and cleaning windows. Ensure effective control and management of general waste and medical waste. Ensure daily waste collections of general and medical waste using waste trolleys and GG vehicles. Ensure effective use of cleaning equipment, cleaning machinery and cleaning material in a cost-effective manner. Provide general support to the 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. Shortlisted candidates will be subjected to practical / written assessment during the interview process. 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** : 22 November 2024
- POST 41/217** : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETIC)**
West Coast District
(Contract until 31 March 2025)
(Sessional 11 Hours P/Week)
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE** : Vredenburg Hospital, Saldanha 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 the Health Professions Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as a 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 who 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 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: Medical officer will be expected to be on standby, including weekends as per rotation schedule. Must be flexible to accommodate changes in schedule. Competencies (knowledge/skills): Full competence in administration of spinal and general Anaesthesia – particularly in the obstetric patient. Management of all potential associated emergencies and complications.
- DUTIES** : Clinical Service Provision. Record keeping. Service Management. Training and Development.
- ENQUIRIES** : Dr CG de Wet Tel No: (022) 709-7208
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Vredenburg Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 22 November 2024

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 02 December 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 41/218** : **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 198/2024**
- SALARY CENTRE** : Grade A: R721 476 per annum, (OSD as prescribed)
Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate B degree in Architecture or relevant qualification; A minimum of 3-years post-registration architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a professional Architect; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project Management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge in the following: Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment. Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional Councils, Boards and organisations; Assisting technical staff to achieve the pre-determined performance; indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointment and payment processes.

ENQUIRIES : Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/219 : **ASSISTANT DIRECTOR: DEPARTMENTAL COMMUNICATION REF NO: DOI 151/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (equivalent or higher qualification) in Public Relations/ Communication/ Journalism; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Communication policies and strategies(extensive); Latest trends in communication products; Media liaison; Social Media; Events Management; People Management Practices. Skills in the following: Written and verbal communication; Proven computer literacy (MS Word, Microsoft Excel, Power Point & Microsoft Outlook); Social Media Applications; Reliable & Self-motivated; Ability to work under pressure and meet deadlines.

DUTIES : Participate in daily communication with strategic communications unit and manage follow up interventions as agreed; Draft and consult departmental Communication plan (s) and protocols; Facilitate/ co-ordinate departmental functions, workshops, exhibitions, road shows and other events; Draft content of communication products in conjunction with the line functionaries and in consultation with the strategic communications unit; Liaise with line functionaries to ensure that the department's intranet and internet web pages reflect factually correct and up to date information; Operationally manage the departmental Communications Service Level Agreement with the Department of the Premier Corporate Services Centre; Participate in daily communication briefing sessions chaired by the strategic communications unit and manage follow up interventions as agreed; Management of staff, Progressive discipline, SPMS.

ENQUIRIES : Mr J Bakker Tel No: (021) 483 8513
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/220 : **ENGINEERING TECHNOLOGIST: ELECTRICAL (PRODUCTION LEVEL), REF NO: DOI 66/2024 R1**

SALARY : Grade A: R429 930 - Grace C: R654 252 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; A minimum of 3-years post qualification Engineering Technologist (Electrical) experience; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
- DUTIES** : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and To liaise with relevant boards/councils on engineering-related matters.
- ENQUIRIES APPLICATIONS** : Ms J Thomas Tel No: (021) 483 2004
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/221** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): STRUCTURES REF NO: DOI 48/2023 R2**
- SALARY** : Grade A: R371 253 - R396 522 per annum
Grade B: R419 325 - R449079 per annum
Grade C: R472 812 - R556 080 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience; A valid (code B or higher) driving licence. Competencies: Knowledge of the following: Structural engineering design of minor road structures (culverts); Hydrology and hydraulic design of road structures; Computer-Aided Design Software (AutoCAD or Open Roads); Frame and finite element analysis of minor structures with the aid of computer software (Prokon); Relevant road infrastructure technical manuals standards and procedures; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.
- DUTIES** : Provide technical input for road infrastructure design; Produce design deliverables (drawings, BoQ, specifications etc.) for road structures(bridges, culverts etc.) and ensure through evaluation that designs are based on sound engineering principles and according to norms and standards and code of practice; Evaluate road structure designs based on sound engineering judgment and relevant standards; Implement and adhere to existing technical manuals, standards and procedures.; Ensure training and development of candidate technicians; Liaise with relevant internal and external bodies on engineering matters.
- ENQUIRIES APPLICATIONS** : Mr M Hendrickse Tel No: (021) 483 3107
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/222 : **COMMUNICATION OFFICER: GRAPHIC DESIGN REF NO: DOI 150/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Graphic Design/Communications and Media Studies or related; A minimum of 1 year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Adobe Creative Suite Creative Suite (InDesign, Photoshop and Illustrator). Competencies: Knowledge of the following: Design and Colour Theory; Adobe Creative Suite; Design studies; Design principles, techniques and tools; Exhibition techniques; Stylistic and decorative processes and techniques; Printing and reproduction processes; Competency in the dynamics of Social Awareness Communication; Marketing and Communication Theory; Proven computer literacy; Creativity and artistic ability; Time management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Creative/innovative thinking; Problem solving skills; Written and verbal communication skills.

DUTIES : Formulate design concepts for the subject to be communicated; Create, design and layout of communication products; Review final layouts and suggest improvements as needed; Accept client briefs and interpret them into visual communication products ensuring that they are brand of high standard and completed within the required timeframe.

ENQUIRIES : Mr J Bakker Tel No: (021) 483 8513
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/223 : **COMMUNICATION OFFICER: DEPARTMENTAL COMMUNICATION REF NO: DOI 153/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification) in Journalism, Public Relations, or Marketing; A minimum of 1 year relevant communication experience in related working environment/field; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willing to travel and work after hours. Competencies: Knowledge of the following: Well-developed writing and editing skills in English, Afrikaans, or Xhosa; Reputation Management; Media Liaison; Social Media; Brand Management; Skills in the following: Communication (written and verbal); Good Planning; Problem Solving; Strong interpersonal, analytical skills and problem-solving abilities; Self-motivated; Reliable; Ethical; Ability to work under pressure; Ability to work independently and operational management capability.

DUTIES : Developing and executing awareness communication campaigns; Identifying interesting and positive stories for the media; Compiling of research, co-ordination, editing and producing communication material; Production of Internal & External Newsletters; Handling of all queries from the public through official platforms; Reputation Management including Media liaison (handling of media queries, writing of media releases, media monitoring and evaluation); Above and below the line material and brand management; Assist internal clients with the production of marketing materials through Corporate Communications and Transversal communications contract; Communication with all staff involved when there is a special event; Identifying interesting and positive stories for the media.

ENQUIRIES : Mr J Bakker Tel No: (021) 483 8513
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/224 : **SENIOR ADMINISTRATIVE OFFICER: HS CONTRACT ADMINISTRATION REF NO: DOI 170/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Administration or relevant field; A minimum of 3 years working experience in an administration environment. Competencies: Knowledge of the following: National Housing Code and Public Finance Management Act. Housing subsidy System and programs; Computer literacy in Ms office package (Word, Excel, PowerPoint); Problem solving; Conflict Management; Innovative and Analytical thinking; Planning and organising skills; Database Administration skills; Excellent communication and presentation skills; Financial Management skills.
- DUTIES** : Responsible to supervise the timeous processing and flow of subsidy application; Ensure effective recording and management of received applications; Responsible for monitoring processing, and verification of captured subsidy applications and draft submission for approval for subsidy programs; Liaise with various stakeholders and resolve subsidy related enquiries in an effective manner; Compiling of letters of undertaking to various financial institutions and conveyancers on approval of subsidy.
- ENQUIRIES APPLICATIONS** : Ms. T Binase Tel No: (021) 483 3977
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/225** : **ADMINISTRATIVE OFFICER: REGIONAL ROAD MANAGEMENT (PAARL)**
REF NO: DOI 179/2024
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 1 – 2 years post matric certificate NQF 5 (equivalent or higher qualification) in Public Administration/Public Management/Office Management or similar field; A minimum of 3 years administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Comprehensive Administrative Support Services, inclusive of Finance, Human Resources and Supply Chain Management. Competencies: Knowledge of the following: Finance; Human Resources Management; Supply Chain Management; Basic technical administrative knowledge of the Provincial proclaimed Road Network. Skills needed: Sound Verbal and written communication; Advanced Computer literacy – Word Excel & Power Point (MS Office); Interpersonal and organisational skills; Problem solving; Creative thinking; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.
- DUTIES** : Manage the office of the District Roads Engineer: Paarl and the Technical Management in terms of the generic functions of Finance, Human Resources and Supply Chain Management; Obtain inputs and compile progress reports, monthly and draft documents; Collate and analyse information; Undertake & co-ordinate logistical arrangements and meetings for the DRE: Paarl and Technical Management; undertake Minutes of Meetings and communicate decisions with all role players; Assist with telephonic enquiries; Archiving and retrieval of documents.
- ENQUIRIES APPLICATIONS** : Mr H Uys Tel No: (021) 863 2020
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/226** : **PROPERTY ACQUISITION OFFICER: IMMOVABLE ASSET MANAGEMENT**
REF NO: DOI 185/2024
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant administrative experience in Property Management or similar environment. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Rendering administrative support functions to Senior Management. Competencies: Knowledge of the following: Relevant legislation regarding Public Transport and Public Service Administration; Public Provincial and Departmental strategies/policies/prescripts and other documents that address Public Transport Development; Provincial Growth and Development Strategy;

Strategic Infrastructure Plan; Relevant software packages and sound application of relevant computer programmes; Human capital administration; Relevant software packages & sound application of relevant computer programmes; Written and verbal communication; Ability to draft documentation such as submissions/reports/memos; Plan administrative activities for diary of management/travel itineraries/document tracking/flow in office; Minute taking by properly recording minutes and decisions made at meetings; Financial administration; Record management system; Proven computer literacy (MS Office).

DUTIES : Acquisition of immovable properties: Liaise with client/user departments; Monitor progress of all projects; Check standard legal documents; Maintain and update the acquisition register and attend meetings pertaining to specific acquisition projects; Verify ownership of properties; Liaise with consultants; Drafting of submissions for recommendation by committees and for approval by delegated authorities; Prepare submissions; Compile contracts and submit to legal services for comments and vetting; Prepare payment advice; Follow up on registration process; Liaison with State Attorneys/Private Attorneys; Financial and Supply Chain Management.

ENQUIRIES APPLICATIONS : Ms C de Klerk Tel No: (021) 483 5248
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/227 : **ADMINISTRATION CLERK: PLANS AND REGISTRY REF NO: DOI 169/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Administration; Record management; Relevant systems; Working knowledge and experience Project support; BAS and My Content. Competencies: A good understanding of the following: Procurement procedures; Applicable legislations; Proven computer literacy (MS Excel, Word, Outlook & PowerPoint); Written and verbal communication skills; Record keeping skills; Ability to work under pressure; Ability to work independently as well as in a team.

DUTIES : Scanning of drawings. Sort and package drawings for archives and distribution; Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents; Filing/storage, tracing(electronically/manually) and retrieval of drawings; Complete index cards for all files; Handle telephonic and other enquiries received; Compiling and processing of claims and payments; Assist with the copying, filing, and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings, agenda's, taking of minutes and general correspondence; Prepare spreadsheets for statistics to produce reports; Liaising with stakeholders; Distribution and tracking of documents; Data capturing.

ENQUIRIES APPLICATIONS : Mr S Oliver Tel No: (021) 483 4816
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/228 : **ADMINISTRATION CLERK: HR AND GENERAL SUPPORT SERVICES (PAARL) REF NO: DOI 175/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge and experience in Finance, Human Resources and Supply Chain Management. Competencies: Knowledge of Finance, HR and Supply Chain Management practices; Skills needed; Proven computer literacy in MS Word and Excel; Written and verbal communication skills; Problem solving; Creative thinking; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team.

DUTIES : Support the mechanic division in respect of the following: Financial matters; Human Resources Management matters and Supply Chain Management matters; Manage defined theft and losses of the Construction Fleet Engagement with external services providers pertaining to the mechanical division.

ENQUIRIES : Ms SM Arendse Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/229 : **ACCOUNTING CLERK (COSTING): MANAGEMENT AND FINANCIAL ACCOUNTING (PAARL) REF NO: DOI 176/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant financial experience. Competencies: Knowledge of Finance and Costing; Skills needed: Communication (written and verbal); Computer literacy in MS Excel and MS Word; Interpersonal; Problem-solving; Creative thinking; Ability to work under pressure and meet deadline; Able to work independently and as part of a team.

DUTIES : Maintain the offices Integrated Maintenance Management System; Capturing of IMMS log sheets; Determining discrepancies and undertake reconciliations; Undertake journals; Report on IMMS to relevant inhouse stakeholders; Perform month-end tasks; Maintain data bases on excel; Undertake basic financial management functions.

ENQUIRIES : Ms AS Olivier Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/230 : **ADMINISTRATION CLERK: PHYSICAL RECORDS MANAGEMENT REF NO: DOI 184/2024 (X2 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Skills in the following: Communication (written and verbal); Planning and organising; Report writing; Proven computer literacy in MS Office.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Provide supply chain clerical support services within the component: Provide personnel administration clerical support services within the component: Maintain a leave register for the component: Capture and update expenditure in component.

ENQUIRIES : Mr A Kruger Tel No: (021) 483 7088
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/231 : **OPERATOR (HEAVY EQUIPMENT): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 193/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate (equivalent or higher qualification); A minimum of 6 years relevant experience; A valid code EC/EC1 driving license with a professional driving permit (PDP). Recommendation: Working knowledge and experience in the following: Loading and transporting of road construction equipment; Uses of safety equipment; Basic mechanical maintenance of the transporter; Abnormal load permits; Operating minor and large construction machines; Management and Supervision of staff; Administrative related experience. Competencies: Knowledge of the following: Operating of construction related machines Planning, Organising and coordination of Transporter activities; Good planning and problem solving skills; Communication skills (verbal and written); Computer Literacy (MS Suite) and Report writing skills; Supervisory skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Ability to work in a team; Self-motivated.

DUTIES : Transportation of road construction machinery and equipment with Transporter; Ensure load on Transporter is legally compliant according to the permit and check validity of transport permit; Load and secure road construction equipment; Check Transporter for roadworthiness; Check safety equipment; Complete logs for Transporter; Clean and daily maintenance on Transporter; Test road construction equipment at workshop.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/232 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: DOI 190/2024 (X2 POSTS AVAILABLE IN PAARL)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP). Recommendation: Appropriate working knowledge and experience in the following: Construction, maintenance and repair of roads; Operating of minor construction machinery and hand tools; Civil construction activities; Operating general minor and large construction machines; Management and Supervision of staff. Competencies: Proven knowledge of Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/233 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE (BOTRIVIER) REF NO: DOI 191/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP). Recommendation: Appropriate working knowledge and experience in the following: Construction, maintenance and repair of roads; Operating of minor construction machinery and hand tools; Civil construction activities; Operating general minor and large construction machines; Management and Supervision of staff. Competencies: Proven knowledge of Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/234 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE (ASHTON) REF NO: DOI 192/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP). Recommendation: Appropriate working knowledge and experience in the following: Construction, maintenance and repair of roads; Operating of minor construction machinery and hand tools; Civil construction activities; Operating general minor and large construction machines; Management and Supervision of staff. Competencies: Proven knowledge of Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/235 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (STANFORD) REF NO: DOI 186/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/236 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (WORCESTER) REF NO: DOI 187/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/237 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (KLAWER) REF NO: DOI 188/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define Road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/238 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (PIKETBERG) REF NO: DOI 189/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/239 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 183/2024 (X3 POSTS AVAILABLE IN PAARL)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed:

- Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
- DUTIES** : Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.
- ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/240** : **ROAD WORKER SUPERVISOR (GRADER TEAM): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 194/2024**
- SALARY** : R183 279 per annum (Level 04)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Extensive experience and knowledge of Grader; Safety precautions whilst operating machinery and equipment; Operating general minor and large construction machines; Management and Supervision of staff; Usage of small tools and equipment; Tar and gravelled road surfaces. Competencies: Good understanding of operating of construction related machines s; Skills needed: Supervisory skills; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
- DUTIES** : Management of Grader Team during construction and maintenance of the Proclaimed Road Network; Operating of various types of machinery and equipment; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
- ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/241** : **ROAD WORKER SUPERVISOR (ROAD MARKING TEAM): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 195/2024**
- SALARY** : R183 279 per annum (Level 04)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Extensive experience and knowledge of the following: Road Marking Machines; Safety precautions whilst operating machinery and equipment; Operating general minor and large construction machines; Management and Supervision of staff; Usage of small tools and equipment; Tar and gravelled road surfaces. Competencies: Good understanding of the following: Operating of Line Marking Machines, i.e. motorized and manual as well as general construction related machines; Interpretation of basic civil drawings pertaining to Line Marking and determine quantities of goods & services; Skills needed: Supervisory skills; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
- DUTIES** : Management of Road Marking Team during construction and maintenance of the Proclaimed Road Network; Operating of various types of machinery and equipment; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
- ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/242** : **ROAD WORKER SUPERVISOR (HERBICIDE TEAM): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 196/2024**
- SALARY** : R183 279 per annum (Level 04)

<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Extensive experience and knowledge of the following: Herbicide; Safety precautions whilst operating machinery and equipment; Operating general minor and large construction machines; Management and Supervision of staff; Usage of small tools and equipment; Tar and gravelled road surfaces. Competencies: Good understanding of the following: Operating of construction related machines; Interpretation of basic civil drawing and determine quantities of goods & services); Skills needed: Supervisory skills; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Management of Herbicide Team during construction and maintenance of the Proclaimed Road Network; Operating of various types of machinery and equipment; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Uys Tel No: (021) 863 2020
	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 41/243</u>	:	<u>ROAD WORKER SUPERVISOR (CONCRETE TEAM): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 197/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 279 per annum (Level 04)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Recommendation: Extensive experience and knowledge of the following: Civil Concrete works; Safety precautions whilst operating machinery and equipment; Operating general minor and large construction machines; Management and Supervision of staff; Usage of small tools and equipment; Tar and gravelled road surfaces. Competencies: Good understanding of the following: Operating of concrete construction related machines; Interpretation of basic civil drawing pertaining to concrete works; Operation and maintenance of plant (concrete mixer, poker, vibrator, drill, skill saw and flat truck); Skills needed: Supervisory skills; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Management of Concrete Team during construction and maintenance of the Proclaimed Road Network; Construction of new concrete structures with the ability to read drawings and bending schedules; Install shuttering, staging, reinforcement, mixing, pouring and finishing of concrete; Requisition of materials; Operation and maintenance of plant (concrete mixer, poker, vibrator, drill, skill saw and flat truck); Operating of various types of machinery and equipment; Repair and maintain roads, ground shoulder and waterways; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Uys Tel No: (021) 863 2020
	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 41/244</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO. DOI 171/2024 (VARIOUS POSTS AVAILABLE IN PAARL)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R155 148 per annum (Level 03)
	:	Department of Infrastructure, Western Cape Government
	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.
<u>DUTIES</u>	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road

- reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES APPLICATIONS** : Mr E Motai at Tel No: (023) 863 2020
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 7. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 8. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 9. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/245** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 172/2024 (VARIOUS POSTS AVAILABLE IN BARRYDALE)**
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)
 : Department of Infrastructure, Western Cape Government
 : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.
- DUTIES** : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES APPLICATIONS** : Mr E Motai Tel No: (023) 863 2020
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/246** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 173/2024 (VARIOUS POSTS AVAILABLE IN SWELLENDAM)**
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)
 : Department of Infrastructure, Western Cape Government
 : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction,

		<p>maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.</p>
<u>DUTIES</u>	:	<p>Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mr E Motai Tel No: (023) 863 2020</p> <p>To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:</p> <p>1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);</p> <p>Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,</p> <p>Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).</p>
<u>NOTE</u>	:	<p>Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.</p>
<u>POST 41/247</u>	:	<p><u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 174/2024 (VARIOUS POSTS AVAILABLE IN BOTRIVIER)</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R155 148 per annum (Level 03)</p> <p>Department of Infrastructure, Western Cape Government</p> <p>Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.</p>
<u>DUTIES</u>	:	<p>Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mr E Motai Tel No: (023) 863 2020</p> <p>To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:</p> <p>1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);</p> <p>Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,</p> <p>Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).</p>
<u>NOTE</u>	:	<p>Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The</p>

selection process will be guided by the EE targets of the employing department.

POST 41/248 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 180/2024 (VARIOUS POSTS AVAILABLE IN NAPIER)**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr E Motai Tel No: (023) 863 2020
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 41/249 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 182/2024 (VARIOUS POSTS AVAILABLE IN BELLVILLE)**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr E Motai Tel No: (023) 863 2020
: To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
4. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);

Or 5. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 6. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 41/250 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: DOI 181/2024 (VARIOUS POSTS AVAILABLE IN CERES)**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: construction, maintenance and repair of roads; operating of minor construction machinery; operating of hand tools and civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with respect to construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr E Motai Tel No: (023) 863 2020
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 41/251 : **STORES ASSISTANT: SCM REGION 1 (PAARL) REF NO: DOI 177/2024**

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
: Department of Infrastructure, Western Cape Government
: Grade 10 (Junior Certificate or equivalent); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the receiving and issuing of store items. Competencies: Knowledge of a Supply Chain Management Store; Written and verbal communication skills; Problem solving; Ability to work under pressure and meet deadlines; Ability to work independently and as part of a team. Reliable and honest.

DUTIES : Receive stock from suppliers; Issue of stock to internal users; Organising of store area; Effective file management; Keep store areas clean and neat; Lifting and moving of heavy goods; Issue of Personal Protective equipment; Undertake basic supply chain management functions in support of internal staff.

ENQUIRIES : Ms C Gelderbloem Tel No: (021) 863 2020

- APPLICATIONS** : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- POST 41/252** : **STORES ASSISTANT: FUEL: SCM REGION 1 (PAARL) REF NO: DOI 178/2024**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (Junior Certificate or equivalent); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the receiving and issuing of store items. Competencies: Knowledge of a Supply Chain Management Store; Written and verbal communication skills; Problem solving; Ability to work under pressure and meet deadlines; Ability to work independently and as part of a team. Reliable and honest.
- DUTIES** : Determine fuel levels; Receive stock from suppliers; Issue of stock to internal users; Organising of fuel area; Effective file management; Keep fuel areas clean and neat; Undertake basic supply chain management functions in support of internal staff.
- ENQUIRIES** : Ms C Gelderbloem Tel No: (021) 863 2020
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 4. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 5. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 6. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF THE PREMIER

MANAGEMENT ECHELON

- POST 41/253** : **DIRECTOR: RECRUITMENT AND SELECTION REF NO: DOTP 62/2024**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 7 as recognised by SAQA, An appropriate 3-year B-degree/ Advanced Diploma; A minimum of 5 years relevant experience at a middle/senior managerial level. Recommendation: Post graduate degree in Industrial / Organisational Psychology. Competencies:

Proven working knowledge and experience of the following: Legislation, regulatory frameworks, policies and best practices; Information Systems; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Partnership Management; Change Management; Knowledge Management; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES : Provide strategic guidance and advice in respect of talent sourcing, appointments and establishment control. This includes the following broad areas of service delivery: Manage the sourcing of talent (advertisements, shortlisting and interviews to appointment letters); appointments and payroll matters; Create, amend, reserve, freeze, unfreeze, release, lend, borrow and abolish posts; Create new establishments. Compile information for top management; Maintain databases for departments and handle the PERSAL-function. Administer the appointment of contract employees, including contract extensions, promotions, transfers within or into the WCG, secondments and acting appointments; Confirm appointments of officers on probation; Administer job upgrades, acting appointments and salary matters such as over- or under payments; Administer the appointment and payment of temporary workers; Render compensation management services; Strategic Management; Change Management; People Management; Financial Management.

ENQUIRIES : Ms Louise Esterhuysen Tel No: (021) 483 5856
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

CLOSING DATE : 02 December 2024

OTHER POSTS

POST 41/254 : **CHIEF RISK ADVISOR: ENTERPRISE RISK MANAGEMENT REF NO: DOTP 61/2024**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience within risk management or similar environment; A valid (Code B or higher) driving licence. Recommendation: Experience in the design and implementation of risk assessment methodologies. Competencies: Extensive knowledge of

- Enterprise Risk Management (ERM) frameworks and working principles; Skills needed: Communication at an executive management level (verbal and writing); Analytical and problem solving and Strategic planning.
- DUTIES** : Policy and Strategy Development: design and review risk management policies, strategies and implementation plans. Monitor and evaluate progress against those plans; Deliver Risk Management Services: Direct, lead and influence risk identification, assessment, prioritisation, and integrate risk management practises into decision-making processes; Risk Monitoring and Reporting: Collaborate with relevant departments to ensure timely and accurate risk information is obtained. Accurately capture and maintain risk-related data in the system and generate regular reports on risk exposure, trends and mitigation efforts of Departments being serviced; Risk Governance and Compliance: Ensure that the Departments comply with all relevant regulations, industry standards and best practises. Lead risk management governance initiatives including liaising and presenting within reporting structures and committee oversight bodies such as Enterprise Risk Management Committees and Audit Committees; Team Leadership and development: Lead and manage. risk practitioners, providing mentorship and professional development opportunities. Foster a high-performance team culture that prioritize collaboration and innovation in risk management.
- ENQUIRIES APPLICATIONS** : Ms A Haq Tel No: (021) 483 8318
- NOTE** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 02 December 2024
- POST 41/255** : **ASSISTANT DIRECTOR: APPOINTMENTS AND COMPENSATION REF NO: DOTP 60/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
 : Department of the Premier, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: Extensive working experience in transactional HR environment; Demonstrating a proven ability to manage large volumes effectively; substantial expertise in handling diverse aspects such as appointments, service benefits, auditing, and payroll administration; excel in managing high volumes of data, transactions, and responsibilities within tight deadlines while maintaining accuracy and compliance with regulatory requirements; A valid Code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act. Skills needed: Computer literacy; Communication (written and verbal); Ability to work independently and as part of a team; Analytical thinking; Strategic thinking; Ability to analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting; Presentation.
- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Administer the appointment of nominated candidates on PERSAL, Administer the appointment of contract employees, including contract extensions; Perform managerial /supervisory tasks: Participation in the recruitment and selection of staff, Motivate, train and guide staff, Manages the performance, evaluation and rewarding of staff, Monitor information capacity building and Promote sound labour relations.
- ENQUIRIES** : Mrs A De Vries Tel No: (021) 483 2732

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 02 December 2024

PROVINCIAL TREASURY

CLOSING DATE : 02 December 2024

NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 41/256 : **DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES REF NO: PT 44/2024**

SALARY : R1 741 770 per annum (Level 15)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate qualification at NQF level 8 as recognised by SAQA; A minimum of 8 years Senior Management level experience; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: An appropriate Master's degree in Business Administration, Economics or Future Studies; Demonstrated ability to build networks, work with diverse teams and manage people; Proven track record of citizen centric focus, working in an integrated manner to ensure evidence based decision making; Prior experience in leadership and management in or related to the public sector in South Africa or globally; Prior experience in public financial management systems in South Africa; and demonstrated ability to design and lead public budgeting and financial management reform programmes. Competencies: Demonstrate expertise, knowledge and experience of the following: Public Financial management systems; Budget systems; Building Partnerships; and ability to communicate with a wide variety

of external and internal clients; Financial norms and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

DUTIES : Line Management, advice and guidance in respect of the following functional areas will entail the following: Play a top leadership role in the Departmental strategic planning process; Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch; Lead the development and management of the strategic and business plans for the Branch; Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards; Report to the Head Official on a regular basis on the activities of the Branch; Ensure effective budget management for the provincial government; Manage the provincial fiscal resources effectively for provincial government and secure sound and sustainable budgets and economic analysis for local government; Change Management; Provide strategic management, guidance and advice with regard to provincial government and local government public finance and public policy. Financial Management will entail leading the budgeting process at Branch level; Leading the Annual and Adjustment Budgets for the Branch; Assuming direct responsibility for the efficient, economic and effective control and management of the Branch's budget and expenditure and all other Financial Management related responsibilities; Assuming direct responsibility for ensuring that the correct supply chain management procedures are adhered to in respect of purchases for the Branch. Oversee and actively participate in all People Management functions of the Branch.

ENQUIRIES APPLICATIONS : Head of Treasury, Ms. J Gantana Tel No: (021) 483 3604
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/257 : **DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP 1 REF NO: PT 42/2024**

SALARY CENTRE REQUIREMENTS : R 1216 824 per annum (Level 13), all-inclusive salary package
: Provincial Treasury, Western Cape Government
: An appropriate qualification at NQF level 7 as recognised by SAQA, Relevant bachelor's degree (including Economics, Accounting, Public Management or Finance); 5 years proven financial management experience, at middle management level; Valid driver's license or alternative mode of transport for people with disabilities; Knowledge of South Africa's local government system; Proven knowledge of government expenditure and financial systems; Knowledge of Human Resource Management functions; Knowledge of financial norms and standards (Municipal Finance Management Act). Recommendation: Extensive knowledge of matters relating to municipal financial management; Extensive knowledge on the operations of municipalities; Experience with developing strong intergovernmental relations. Competencies: Excellent communication skills; Excellent planning and organizational skills; Strategic capability and leadership skills; Sound budgeting skills; People management skills.

DUTIES : Monitor and report on the outcome of the municipal revenue and expenditure budgets; Establish efficiency indicators in local government spending and revenue collection and support municipalities to improve these; Analyse and assess debtor management strategies in municipalities and implement budget reforms; Promote cooperative intergovernmental relations; People management within the directorate.

ENQUIRIES APPLICATIONS : Mr Steven Kenyon Tel No: (021) 483 0811
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 41/258 : **STRATEGIST: INSTITUTIONAL CHANGE REF NO: PT 45/2024**
(12-Month Contract)

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Salary level 12), all-inclusive salary package
: Provincial Treasury, Western Cape Government
: An appropriate 4-year post school qualification (NQF 8); A minimum of 8 years relevant experience; A valid (Code B or higher) driving licence. NB: People with

disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Research methodologies; Leading data governance or project management offices within government or large organisations; Project management methodologies and tools, with a focus on data-centric projects; WCG Provincial Strategic Plan; Development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Public Finance Management Act (PFMA), National and PT Regulations, other financial policies, prescripts, directives, and collective agreements; Ato communicate complex technical concepts to diverse audiences and stakeholders. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Monitoring, evaluating and reporting; Planning and organising; Planning and organising; Strategy and policy formulation; Research; Strong conceptual and formulation; Project management; Leadership; Policy analysis; Ability to lead and direct teams of professionals.

DUTIES : Research, refine and develop institutional change policies, strategies, and frameworks; Perform project management functions with regards to the implementation of institutional change programmes and projects; Facilitate the successful implementation of the department's e-vision strategy project, by harnessing data warehouse capabilities to support informed decision-making, business intelligence (BI), and reporting; Champion the digital transformation journey through the implementation of BI Project; Communicate and report on matters pertaining to institutional change programmes.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/259 : **STRATEGIST: INSTITUTIONAL FUNDRAISER REF NO: PT 46/2024**
 (12-Month Contract)

SALARY : R1 003 890 per annum (Level 12), all-inclusive salary package
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 4-year post school qualification (NQF 8); A minimum of 8 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices; strategy development, strategy management and strategy monitoring and review processes; public policy analysis and public policy development processes; stakeholder relations; intra- and intergovernmental relations; modern systems of governance and administration; protocol matters; research methodologies; Constitutional, legal and institutional arrangements governing the South African public sector; global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; latest advances in public management theory and practice; policies of the government of the day e.g. PSP and Recovery Plan; Latest trends in public sector innovation and innovative methodologies; Project management; Transformation; Management principles; Public Service procedures; People Management processes; Financial Management; Financial systems in the public service; Budgeting and other financial processes; Generally Accepted Accounting Practices (GAAP) and Accrual Accounting; Asset Management and Intervention Control; Financial delegation. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Monitoring, evaluating and reporting; Planning and organising; planning and organising; Strategy and policy formulation; Research; Strong conceptual and formulation; Project management; Leadership; Policy analysis; Ability to lead and direct teams of professionals.

DUTIES : Research, refine and develop institutional fundraising policies and strategies by managing the development of a funding implementation strategy, policies and framework for Western Cape Government (WCG); Stakeholder relations, communication, and reporting by developing and maintaining partnerships between Western Cape Government (WCG) and institutions for funding;

Manage Programmes / Projects by supporting the economic priority sectors in the province by aligning the long-term plans with implementation frameworks to identify the gaps; Ensure efficient and effective oversight and management of all financial resources and all performance requirements as related to the Public Finance Management Act (PFMA) and corporate governance.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/260 : **ASSISTANT DIRECTOR (PUBLIC PRIVATE PARTNERSHIP ANALYST) REF NO: PT 39/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification) in Finance, Economics, Commerce or Built Environment; A minimum of 5years relevant functional experience in monitoring infrastructure projects/programmes; A valid (Code B or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.. Competencies: Knowledge of the following: Public service policies and procedures; Functioning of National/ Provincial as well as Local Government; Financial Management; Project Management; Written and verbal communication skills; Proven computer literacy (MS Office).

DUTIES : Conduct assessment of potential PPP infrastructure projects; Provide support in the implementation of PPP infrastructure projects; Analyses restructuring projects and feasibility studies for non-core functional services; Provide technical assistance, support and advice for PPP infrastructure projects; Monitor compliance with relevant regulations governing PPP's.

ENQUIRIES : Ms C Cloete Tel No: (021) 483 6862
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/261 : **FINANCIAL ANALYST: NORMATIVE FINANCIAL COMPLIANCE (PFMA) REF NO: PT 40/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in internal audit, auditing, accounting or governance; Minimum of 3 years' experience in finance, auditing or compliance; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Analysis of financial information; Procurement processes. Competencies: Knowledge of the following: Norms and standards (PFMA), Treasury Regulations, National and Provincial Treasury Directives and the financial governance environment, including the COSO framework; Modern systems of governance and administration; Policy development including the monitoring and review of policies; Verbal and written communication skills, including report writing; Ability to think analytical and use data to acquire insights.

DUTIES : Research, develop and update financial governance norms and standards for departments and public entities; Monitor, evaluate and report on compliance with the Public Finance Management Act; Annual financial information analysis and evaluation of audit outcomes and the submission of reports; Maintain and implement financial governance tools and/or systems relevant for governance monitoring; Perform managerial functions.

ENQUIRIES : Mr J Facoline Tel No:(021) 483 4388
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/262 : **FINANCIAL ANALYST: PROVINCIAL ENTERPRISE RISK MANAGEMENT REF NO: PT 47/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) with risk management or internal auditing as a major subject; Minimum of 3 years

		experience in risk management or internal audit service; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: international best practice risk management frameworks; Local government procedures, processes and systems; Skills needed: Results orientation with solid process improvement; Prioritisation; Use of technology and tools; Verbal and written communications; Report writing; Ability to meet deadlines; Problem solving; Teamwork.
<u>DUTIES</u>	:	Facilitate the implementation of norms and standards for risk management and internal audit in municipalities; Evaluate and report on the status of risk management and internal audit in municipalities; Research, develop and update norms and standards; Provide helpdesk or training support to municipal Chief Risk Officers and Internal Audit Functions; Arrange and serve as secretariat for the Chief Risk Officers and Chief Audit Executive Forum.
<u>ENQUIRIES</u>	:	Ms Z Gabier Tel No: (021) 483 5094
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 41/263</u>	:	<u>ASSISTANT DIRECTOR (LOCAL GOVERNMENT REVENUE AND EXPENDITURE ANALYST) REF NO: PT 41/2024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting, Finance or Economics; A minimum of 3 years' experience in a financial environment. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. Practical knowledge of the implementation of mSCOA in municipalities; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing; Strategic planning; Communication (written and verbal)skills.
<u>DUTIES</u>	:	Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental Relations (IGR) functions; Conduct and facilitate municipal visits.
<u>ENQUIRIES</u>	:	Ms E de Lange Tel No: (021) 483 4540
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 41/264</u>	:	<u>ASSISTANT DIRECTOR (SYSTEM CONTROLLER): SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 43/2024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Supply Chain Management, Public Administration, Management, Financial Management, Accounting or related; A minimum of 3 years relevant experience of financial system administration and skills development facilitator; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Financial systems experience. Competencies: Knowledge of the following: Local government sphere legislation; MFMA Treasury Regulations Accounting Principles; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service

procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Data analytical skills; Skills development facilitation; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with enquiries on financial system matters.

DUTIES : Render transversal support and maintenance of the financial systems and system access security and controls; Provide support in the management of the reporting processes of the financial systems; Provide capacity building in Provincial Departments to enhance the effective utilization of the financial system; Implementation of applications and financial systems; Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all financial system processes; Operational and financial management.

ENQUIRIES : Mr I Callaghan Tel No: (021) 483 8277
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 02 December 2024
NOTE :

All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 41/265 : **HEAD OF DEPARTMENT: MOBILITY REF NO: WCMD 53/2024**
5-Year Contract

SALARY : R1 741 770 per annum (Level 15), (all-inclusive package to be structured in accordance with the rules for SMS), plus a 10% non-pensionable HOD allowance

CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 8 as recognised by SAQA, A minimum of 10 years' experience at a senior managerial level within the Transport environment; Recommendation: A postgraduate degree in Economics and/ or

Future studies will serve as an advantage; Senior Management experience within the economic and mobility/transport sectors. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line function; Proven leadership experience – strong background in the public sector, infrastructure, transport, or urban mobility; Visionary thinking – the ability to develop and execute innovative policies; Collaboration skills – experience working across government and private sectors; Commitment to service delivery – a results driven approach to solving complex challenges; Knowledge of sustainability trends – awareness of global best practices in green mobility; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function.; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the functioning of the Province and the activities of sister departments; Proven knowledge and understanding of the policies of the government of the day; Proven knowledge and understanding of Labour Relations legislation and regulations; Proven knowledge and understanding of performance management in general.

DUTIES

: Ensure the delivery of an integrated mobility system in the Western Cape which includes the: Establishment and maintenance of strategic partnerships with the different spheres of government, SOE's, NGO'S and the Private Sector; Strategic coordination and facilitation of the integration of public transport with relevant stakeholders; Strategic planning and rendering of effective services in the different modes of transport; Lead strategic development and implementation of mobility policies and strategies across the province; Ensure the regulation of transport services; Ensure the rendering of effective services with regard to adjudication, issuing and cancelation of operating licenses, registration of public transport entities and members and the handling of mediation, conflicts and disputes; Manage vehicle administration and licensing; Promote and enhance traffic safety in the Province; Ensure the rendering of an effective traffic law enforcement service, provision of training to traffic police agencies, provision of education awareness to stakeholders and the development and implementation of District Safety Plans; Champion innovation in public transport, freight and logistics network and road safety strategies; Provide government motor transport services; Ensure the rendering of fleet services and ensure effective financial management services for GMT; Strategically enable the rendering of financial and support services to the Department; Shape transport in the province through the development of high level policies, strategies and programmes and the provision of research and systems for transport solutions; Ensure the rendering of operational management support services, financial management services and services delivered by the DOTP; Ensure the provision of effective and efficient services to the Provincial Minister; Play a leading and supporting role on different transversal and strategic platforms which include amongst others: Provincial Steering Committees; Provincial and National Transport-/Mobility-related Forums and Committees; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Build strong partnerships with national, provincial and local spheres of government, private sector, civil society and international partners; Drive the Department's strategy; Drive the development and management of the strategic and business plans for the Department; Evaluate the performance of the Department on a continuing basis against pre- determined key measurable objectives and standards; Report to the Provincial Minister on a regular basis on the activities of the

Department and on matters of substantial importance relating to Strategic management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation the Department; Diligently perform all duties assigned to the post of Head of Department; Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan; Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Department; Monitor information capacity building within the Department; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department.

ENQUIRIES : Ms Louise Esterhuysen Tel No: (021) 483 5856
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 41/266 : **CONTROL PROVINCIAL INSPECTOR, WEST COAST REGION REF NO: WCMD 43/2024**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 7 years working experience in the field in Traffic Law Enforcement of which 3 years must on management level; Registered as a Traffic Officer or Peace Officer; A valid driving license (Code B or higher); No criminal record. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; AARTO Act 46/98; Criminal Procedures Act(CPA) 51/77; Average speed over distance (ASOD); Overload control management; Impoundment processes/ procedures; Vehicle fleet management; Prosecutorial processes and guidelines; Departmental administrative processes; Skills needed: Proven computer literacy; Written and verbal communication; Management and Leadership; Planning and organising; Work well within a team.

DUTIES : Perform strategic planning and project driven initiatives at regional level; Provide strategic guidance and operational leadership to law enforcement officials in line with National and Provincial strategies by formulating policies, systems and developing new strategies and models to improve service delivery; Coordinate and facilitate the development of integrated operational plans through the identification of strategic focus and alignment to all spheres of law enforcement initiatives; Evaluate the activities of the regional operational plans to ensure tactical alignment by providing input and recommendation to improve tactical planning; Analyse regional law enforcement statistics/data to be able to effectively plan and co-ordinate law enforcement activities based on trends/patterns; Manage and co-ordinate to ensure that budget, human and other resources is effectively utilised by provide effective and efficient leadership

ENQUIRIES : Mr FN Payne Tel No: (021) 483 6085
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/267 : **ASSISTANT DIRECTOR: TRANSPORT POLICIES AND STRATEGIES REF NO: WCMD 46/2024 (X2 POSTS)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in a transport policy and strategy working environment; A valid (Code B or higher) driving license NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; National and provincial strategies and

policies on transport; Provincial Strategic Plan; Provincial Land Transport Framework; Integrated Transport Plans and Integrated Development Plans; Facilitation of the development of relevant provincial strategies and policies with respect to transport; Conducting high level research/feasibility studies and scenario planning; Development of the mobility strategy concept in municipalities; Information systems that aid in the management of knowledge and information pertaining to the line function; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Planning; Analytical; Report-writing; Presentation; Interpersonal; Problem-solving; Supervisory functions.

DUTIES : Conduct research that informs programme development profiles; Develop programmes that informs project interventions that promote district transport development; Participate in the planning of District transport Programmes and Projects; Provide technical expertise in the submission of inputs to operational policies that impact on the implementation of the district transport programme; Perform supervisory functions.

ENQUIRIES : Ms V Willemse Tel No: (021) 483 5059
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/268 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: WCMD 47/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification) in Financial Accounting or related qualification; A minimum of 3 years' experience in financial reporting environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply Recommendation: MS Office experience. Competencies: Knowledge of the following: Operation of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, Public Finance management Act (Act 1 of 1999); Financial Procedures, Financial Delegations, Financial Instructions, Disciplinary and Grievance Procedures; FleetMan system, MSOffice, Outlook, Oracle EBS, GRAP; Skills needed: Proven computer literacy; Organisational; Financial reporting; Supervisory skills; Good problem solving; Conflict resolution; Analytical thinking; Ability to interpret relevant directives and policies; Communication (Verbal and writing) skills; Numerical; self-motivated; Work under pressure; Systematic approach; Innovative thinking; Leadership.

DUTIES : Manage and control the following: Asset registers and Standard Chart of Accounts (SCOA); All aspects regarding unspent conditional grants; input, processing and reporting of PPE, intangible- and heritage assets; All aspects regarding finance leases; All aspects regarding operating leases; Maintain programmes for the preparation of financial statements and in-year monitoring.

ENQUIRIES : Mr Y Gqamlana Tel No: (021) 467 4700
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/269 : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: WCMD 49/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Accounting or related qualification; A minimum of 1 year experience in a financial reporting environment; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience with Microsoft Office package. Competencies: Knowledge of the following: Operation of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, Public Finance management Act (Act 1 of 1999); Financial Procedures, Financial Delegations, Financial Instructions, Disciplinary and Grievance Procedures; FleetMan system, MSOffice, Outlook, Oracle EBS, GRAP; Skills needed: Proven computer literacy; Written and verbal communication; Organisational; Financial reporting; Supervisory Systematic approach; Innovative thinking; Leadership Ability to interpret relevant directives and policies.

DUTIES : Manage and control all aspects regarding the following: Asset register and Standard Chart of Accounts (SCOA); Unspent conditional grants; Control input, processing and reporting of PPE, intangible- and heritage assets; Finance leases; Operating leases; Maintain programmes for the preparation of financial statements and in-year monitoring.

ENQUIRIES APPLICATIONS : Mr Y Gqamlana Tel No: (021) 467 4700
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/270 : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES/ADMINISTRATION SUPPORT (PAROW) REF NO: WCMD 50/2024 (X 2 POSTS)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 1 year relevant administrative support experience in a traffic law enforcement working environment. Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Chief Directorate; Financial management, monitoring and reporting procedures and systems related to budget monitoring instrument, approved post list, expenditure commitment reports; Strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Data management functions; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.

DUTIES : Render administrative and statistical support services; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the component for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.

ENQUIRIES APPLICATIONS : Ms A Fennie Tel No: (021) 953 1500
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/271 : **ADMINISTRATIVE OFFICER: TRANSPORT POLICIES AND STRATEGIES REF NO: WCMD 41/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year administrative support experience in a transport policy, strategy or planning working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation regarding public transport and public service administration; Public Services, Provincial and Departmental strategies, policies, prescripts and other documents that address public transport development; Provincial Growth and Development Strategy; Provincial Land Transport Framework; Relevant software packages and sound application of relevant computer programmes; Regarding human capital administration; General office administration and database management; General support systems Information and Record Management/Administration; Administrative procedures and processes; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.

DUTIES : Render line administrative support services to the Transversal Transport Forum; Co-ordinate administrative management control activities; Provide support to meetings, planning sessions and workshops; Manage Programme/Project-related resources; Research and development.

ENQUIRIES APPLICATIONS : Ms VL Willemse Tel No:(021) 483 5059
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/272 : **CHIEF REGISTRY CLERK: OFFICE SUPPORT SERVICES REF NO: WCMD 42/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6years experience in a registry environment; A valid Code B driving licence. Recommendations: Qualification in Archives or Record Management; Leadership/supervisory experience. Competencies: Knowledge of the following: Registry functions, Records/document management systems, processes and procedures; Skills needed: Communication (written and verbal); Ability to work independently within a team; Ability to work with a high degree of accuracy and care under pressure; Good interpersonal; Proven computer literacy in MS Office Package; Planning and organising.

DUTIES : Effective and efficient Operational Management of Registry/Archives; Effective and efficient Operational Management of messenger services; Supervise the processing of documents for archiving and disposal; General administrative duties; Human Resource Management.

ENQUIRIES APPLICATIONS : Ms S Theys Tel No: (021) 467 8729
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/273 : **REGISTRY CLERK: OFFICE SUPPORT SERVICES REF NO: WCMD 44/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); Valid Code (B/EB) driving License. Recommendations: Computer literacy (MS Word and Excel. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; legislative framework governing the Public Service; Skills needed: Good written and verbal communication; Computer Literacy; Planning and Organizing.

DUTIES : Opening of physical files upon request, maintaining file covers and filing of correspondence; Capturing files details; Closing files and prepare for destruction; Keep registers: opened/closed files; Franked mail; Registered mail and dispatching of outgoing mail. General assistance to messenger duties and driving duties when required.

ENQUIRIES APPLICATIONS : Mrs S Theys Tel No: (021) 467 8729
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/274 : **SUPPLY CHAIN MANAGEMENT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 45/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) with Accounting as a passed subject. Recommendations: Relevant working experience. Competencies: Good understanding of the following: Operations of a Trading Entity, GMT policies and SOP's, Financial and SCM Delegations, National Treasury Regulations, Provincial Treasury Instructions, and Public Finance Management Act (Act 1 of 1999; Revenue and expenditure recording and control as well as asset management; General office administration. Skills needed: Computer literate, organisational, financial reporting, leadership, good problem solving, conflict resolution, analytical thinking, ability to interpret relevant directives and policies, good verbal and writing, communication and working, numerical.

DUTIES : Handle the activities of orders, purchases, receiving, storing and issuing of goods and services; Assist in administering and handling tender and contract information; Handle activities in the maintenance of the supplier databases and registers; Assist in the management of the non-vehicle asset register (furniture, equipment, and store assets). - to be checked twice a year (by due dates) for financial statement purposes and two offices a week to maintain the PPE movable asset register; Handle activities in the furnishing of an office equipment support service.

ENQUIRIES : Mr Y Gqamlana at (082) 757 6839

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/275** : **ACCOUNTING CLERK: FINANCIAL REPORTING (GOVERNMENT MOTOR TRANSPORT) REF NO: WCMD 48/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with accounting as a passed subject. Recommendations: Relevant working experience. Competencies: A good understanding of the following: Generally Recognised Accounting Practice (GRAP) accounting; Public Finance Management Act (PFMA); National Treasury Regulations; Provincial Treasury Instructions; Trading Entity; Financial procedures, delegations and instructions; Personnel Management, disciplinary and grievance procedures; Oracle financials; Skills needed: Proven computer literacy in MS Office (Excel, Word and Outlook); Strong communication and knowledge sharing ; Self-motivated; Good problem solving abilities; Ability to work under pressure and meet stringent/prescribed deadlines.
- DUTIES** : Manage the following: GMT asset registers; Month End and Year End Processes and Reconciliations; Maintain the PPE warranties & prepayments schedules; Audit, Year End and Fleet Finance Budget; Assist with the unspent grants function.
- ENQUIRIES APPLICATIONS** : Mr Y Gqamlana at (082) 757 6839
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/276** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (BRACKENFELL) REF NO: WCMD 51/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills in the following: Planning and organising; Proven computer literacy; Good verbal and written communication.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services within the component.
- ENQUIRIES APPLICATIONS** : Ms A Fennie Tel No: (021) 983 1500
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/277** : **ACCOUNTING CLERK: DEBT MANAGEMENT REF NO: WCMD 52/2024 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Western Cape Mobility Department, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject. Recommendations: Relevant working experience. Competencies: A good understanding of the following: Financial and administrative duties, and practices as well as the ability to capture data, operate a computer and deal with customers; Operations of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, and Public Finance Management Act (Act 1 of 1999); collection of revenue and expenditure recording and control; Skills needed: Computer literate, organisational, financial reporting, leadership, good problem solving, conflict resolution, analytical thinking, ability to interpret relevant directives and policies, good verbal and writing, communication and working and numerical.
- DUTIES** : Manage all billing administration; Manage all collection of revenue administration; Manage and maintain the customer database; Administer the monthly kilometre readings of vehicles; Handle debtor administration, audit

queries and reports; Compile revenue administration and related reports for management and annual financial reports.
ENQUIRIES : Mr Y Gqamlana at (082) 757 6839
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/278 : **ADMINISTRATION CLERK: OFFICE SUPPORT SERVICES REF NO: WCMD 54/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: A good understanding of the following: The Constitution of the Republic of South Africa; Public Finance Management Act; Public Service Act; Labour Relations Act; Basic Conditions of Employment Act; Skills Development Act; National Archives Act; Protection of Personal Information Act; Employment Equity Act; Skills needed: Proven computer literacy; Written and verbal communication; Innovative and analytical thinking; Team and people orientation; Organised and Self Motivated; Ability to work under pressure.

DUTIES : Procurement of assets and expenses for management; Support services; Act as secretariat at section and security meetings; Update GMT Internal Directory; Control parking for GMT staff, Service providers and visitors; Co-ordinate landline and cellphone accounts of staff; Training room bookings; Assist with the supervision of contract cleaning personnel; General administration; GMT maintenance.

ENQUIRIES : Ms S Theys Tel No: (021) 467 8729
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 02 December 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 41/279 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (GEORGE) REF NO: DSD 94/2024**

SALARY : R452 667 - R 532 113 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms I April at Tel No: (044) 814 1687/1650
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/280 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 95/2024 (VARIOUS POSTS AVAILABLE IN METRO SOUTH REGION)**

SALARY : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms A Myburgh at Tel No: (021) 763 6243
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>