



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 42 OF 2024

DATE ISSUED 15 NOVEMBER 2024

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM:** Kindly note that the post of Deputy Director-General: Content Processing and Dissemination with Ref No: 3/1/5/1-24/27 advertised on Public Service Vacancy Circular 41 dated 08 November 2024, noted a non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package. Please take note that such an allowance is not payable for this post salary level. We apologise for the inconvenience caused.

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote 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. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Mahape
- CLOSING DATE** : 29 November 2024
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (Only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered.

MANAGEMENT ECHELON

- POST 42/01** : **DEPUTY DIRECTOR-GENERAL REF NO: DBE/06/2024**
Branch: Curriculum Policy, Support and Monitoring
- SALARY CENTRE REQUIREMENTS** : R1 741 770 per annum, all-inclusive remuneration package
: Pretoria
: An appropriate recognised undergraduate qualification (NQF level 8) or equivalent and Post Graduate qualifications as recognised by SAQA in the Social; Education or Management Sciences field; At least 8 years' experience at senior managerial level; Extensive professional and practical experience in the field of education/curriculum; Candidate should be an effective communicator; Ability to develop curriculum and assessment for skills and competencies for a changing world; Ability to develop policy and support, monitor and evaluate curriculum implementation supported by Umalusi. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills. Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively. Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability.
- DUTIES** : The successful candidate will be responsible for policy support and monitoring of curriculum (GET and FET) from Grades R to 12 including Special Needs Education, Policy support, Learner with Special Education Need, Curriculum Innovation, National Strategy for Learner Attainment (NSLA), Rural Education and E-Learning; Increasing learner participation and success rate to meet the goals of the National Development Plan and Action Plan 2019 Towards the

realization of schooling 2030; Managing learner qualification improvement programmes; Providing strategic leadership to the Technical Support and Language Units; Implementing, supporting and monitoring curriculum for Grade R to 12 and special interventions and support programmes to provinces, districts and schools; Monitoring and supporting CAPS implementation and strengthening school based assessment; Monitoring and supporting the implementation of the National Curriculum Statement (NCS) on reading in grade R-9 in order to improve teaching and learning; Providing quality education for learners with Special Education Needs and home schooling; Ensuring that learners with severe to profound intellectual disabilities access quality publicly funded education and support; Implementing MST and Curriculum Enhancement programmes; Policy support including foundation of learning, Dinaledi, ICTs and NSLA.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/
Mr M Segowa (012) 357 4291

NOTE : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

POST 42/02 : **DEPUTY DIRECTOR-GENERAL REF NO: DBE/07/2024**
Branch: Teachers, Education Human Resources and Institutional Development

SALARY : R1 741 770 per annum, all-inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised undergraduate qualification (NQF level 8) or equivalent and post-graduate qualifications as recognised by SAQA in the Social; Education or Management Sciences field; At least 8 years experience in the Education sector; Ability to maintain labour peace in the sector; Ability to coordinate processes for managing demand and supply of Educators; Ability to coordinate processes for training and development of Educators; Process competencies: Knowledge Management; Service Delivery Innovation; Problem-solving and Analysis; Client Orientation and Customer Focus; and Communication skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively. Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The ideal candidate should have a vision, a mature sense of leadership and proven management abilities to ensure that the branch can meet the goals and targets as reflected in the National Development Plan (NDP) as well as the Action Plan to 2024, towards schooling 2030.

DUTIES : The successful candidate will be responsible for developing policies and systems for managing teachers demand and supply in collaboration with provinces; Providing oversight to the Fundza Lushaka bursary scheme; Providing direction and strategic leadership to enable the recruitment, retention, utilization, support and development of educators; Providing guidance on the implementation of a coherent teacher development strategy, including the use of innovative practices to identify, record and respond to teacher development needs, including support to learners with special education needs; Providing strategic leadership in the management and administration of the Branch, including the development and compliance with targets as contained in the Medium Term Development Plan (MTDP), the

Annual Performance Plans (APP); Providing reports to oversight structures as required; Managing the post provisioning process and other HR-related matters; Managing systems and processes for the management of Educator and school performance; Managing staff performance in line with their performance agreements, as well as managing the budget of the Branch; Overseeing the development and management of a National Teacher Induction Programme; Overseeing processes for collective bargaining and ensure maintenance of labour peace within the education sector; Coordinating collaboration with different stakeholders within the Basic Education sector.

ENQUIRIES

: Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/
Mr M Segowa Tel No: (012) 357 4291

NOTE

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POST 42/03

: **CHIEF DIRECTOR REF NO: DBE/08/2024**
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Development

**SALARY
CENTRE**

: R1 436 022 per annum, all-inclusive remuneration package
: Pretoria

REQUIREMENTS

: An appropriate recognised undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; 5 Years' experience at senior managerial level; A post-graduate degree will be an advantage; Understanding of education sector experience in the education sector; Understanding of policies governing teacher development processes as well as the ability to analyse data. Process competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively.

DUTIES

: The successful candidate will be responsible for overseeing the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development (ISPFTED), as well as monitoring the performance of the South African Council for Educators (SACE) in relation to its management of the CPTD management information system; Overseeing the training and development of educators in Mother-Tongue based Bilingual Reading Literacy (MTBbRL) as well as Mother-Tongue based Bilingual Education (MTBbE); Overseeing the management of Professional Learning Communities as well as the Teacher Union Collaboration (TUC); Overseeing the management of the Fundza Lushaka Bursary programme, the National Teacher Awards (NTA) and the National Teacher Induction Programme (NTIP); Overseeing the quality of programmes offered by Higher Education Institutions in collaboration with the Department of Higher Education and Training (DHET) as well as Higher Education Institutions (HEIs); Supporting Educator programmes on Skills for a Changing World as well as the use of the relevant platforms such as the online Teacher Development Platform; Ensuring that all programmes provided to teachers are SACE endorsed; Providing strategic leadership in the management and administration of the Chief Directorate, including the development and compliance with targets as contained in the Medium Term Development Plan (MTDP), the Annual Performance Plans (APP); Managing staff performance in line with their performance agreements, as well as managing the budget of the Chief Directorate; Providing reports to oversight structures as required.

- ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/
Mr M Segowa Tel No: (012) 357 4291
- NOTE** : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.
- POST 42/04** : **DIRECTOR REF NO: DBE/09/2024**
Branch: Teacher, Education Human Resources, and Institutional Development
Chief Directorate: Education Human Resources Management (EHRM)
Directorate: Educator Performance Management and Development, and Whole School Evaluation
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, all-inclusive remuneration package
: Pretoria
: An appropriate recognised undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; A relevant post-graduate qualification will serve as an advantage; 5 years' experience at Middle/Senior Managerial level in the Education sector; Extensive experience in the field of institution and employee performance management; An in depth knowledge and understanding of the Quality Management System (QMS) and the Performance Management System for Office-Based Educators (PMDS); Understanding of Skills Development legislation; Understanding of Policy on Whole School Evaluation(WSE) as well other relevant education policies, legislations, regulations procedures; Extensive knowledge of education policies; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver's license and be willing to travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Client Orientation; Customer Focus; Communication Skills; Problem Solving and Analysis. Core Competencies: Strategic Capacity; Leadership; People Management; Empowerment; Financial Management; Change Management; Trustworthy, accurate, adaptable, diplomatic; Valid driver's license and be willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for providing strategic leadership, management and guidance to schools, Districts and Provincial Education Departments on all matters pertaining to QMS/PMDS, Whole School Evaluation and implementation of the Skills Development legislation; Setting up systems for effective management, monitoring and reporting on QMS, WSE and Skills Development; Work with the National Institute for Curriculum and Professional Development (NICPD) to ensure that needs identified through QMS/PMDS and WSE are responded to; Liaising and co-operating with provincial education departments, other government departments, Teacher Unions, entities like SACE, NECT and ETDP SETA as well as NGOs; Monitoring and evaluating policies and strategies to promote the work of the directorate; Supporting Provinces to ensure that skills development budgets are protected and used for professional development as appropriate; Supporting the use of the online Teacher Development Platform and other innovative practices to build the capacity of teachers; Managing the finances of the Directorate in line with the Public Finance Management Act; Identifying key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Compiling quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; Facilitating the sharing of best practice; Providing strategic leadership to staff and develop annual plans; Developing strategies to improve and support school and educator performance.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/
Mr M Segowa Tel No: (012) 357 4291

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POST 42/05 : **DIRECTOR REF NO: DBE/10/2024**
Branch: Delivery and Support
Chief Directorate: Foundations for Learning
Directorate: Early Childhood Development

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, all-inclusive remuneration package
: Pretoria
: An appropriate undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; 3 years' relevant experience within the Early Childhood Education field; 5 years' experience at Middle/Senior Managerial level; In-depth knowledge and experience of implementation of Monitoring, Evaluation and Reporting systems and processes in ECD in line with Section 8 of the National Education Policy Act; A thorough understanding of and experience in all processes involved in project management; Extensive knowledge on the development of young children; Knowledge of the key challenges in ECD and how these can be mediated to improve child outcomes, school readiness, as well as to contribute to children's subsequent success in life; Knowledge of the National Curriculum Framework and its implementation in birth to 4; Knowledge of the National Qualifications Framework and Curriculum Development and Management processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of Early Childhood Development programmes; Ability to provide leadership to the ECD sector in line with the ECD Service Delivery Model; Ability to coordinate and manage the finances of the directorate in line with the PFMA and National Treasury Regulations; Ability to handle pressure; Planning and organisation skills; Good interpersonal relations; A valid driver's license. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills; Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management, and Conflict Management.

DUTIES : The successful candidate will be responsible for managing the development, implementation, and evaluation of legislation, policies, programmes and systems for Early Childhood Development and monitor their implementation; Managing the administration and staff of the Directorate; Developing, implementing and monitoring the implementation of the ECD Service Delivery Model and ECD Strategy to ensure expanded access to ECD; Providing oversight and guidance to Provincial Education Departments, including providing capacity building, special interventions and support programmes to provinces, districts and ECD programmes; Providing monitoring and supporting ECD provisioning to support access for children with special needs; Ensuring the implementation of the curriculum and relevant pedagogies in ECD Programmes; Strengthening intra- and inter- sectorial collaboration;

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shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

POST 42/06 : **DIRECTOR REF NO: DBE/11/2024**
 Branch: Finance and Administration
 Chief Directorate: Financial Services
 Directorate: Provincial Budget Monitoring and Support, Financial Planning and Economic Analysis

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, all-inclusive remuneration package
 : Pretoria
 : An appropriate undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; 5 years' experience at Middle/Senior Managerial level with relevant experience; An understanding and experience of provincial budgeting within the education sector; An understanding of financing policies affecting the basic education sector, and current debates around those policies; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Good and functional knowledge of Government prescripts; Knowledge of Monitoring, Evaluation and Reporting systems and processes; Good interpersonal relations and the ability to handle pressure; Planning and organising skills; Strong leadership qualities; Analytical skills; Advanced computer skills with Excel experience and strong report-writing skills; A valid driver's license. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management, and Conflict Management.

DUTIES : The successful candidate will be responsible for ensuring the effective monitoring of Provincial Education Departments' (PEDs) budget and spending in line with the Annual Performance Plans (APPs) and strategic plans; Ensuring improved quality of provincial Educations budgets and funding of education priorities; Ensuring that education norms and standards funding policies are developed and monitored; Monitoring the transferring and utilisation of school funding norms and standards; Assessing future financial needs of education in relation to policy where applicable; Facilitating and monitoring the standard and uniform reporting formats and the programme structures of the PEDs, to monitor the spending trends; Analysing the PED's performance and target data for credibility and suitability; Analysing of provincial APPs; Providing secretarial services to the HEDCOM subcommittee on Finance; Ensuring the country's basic education's expenditure reporting obligations adhere to UNESCO questionnaire.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

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disclose his/her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

OTHER POSTS

POST 42/07 : **DEPUTY DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIALS PROVISIONING REF NO: DBE/14/2024 (X3 POSTS)**
Branch: Delivery Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of School Performance
(One-Year Renewable Contract)

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive remuneration package
: Free State, Kwa Zulu Natal, and Pretoria
: An appropriate undergraduate qualification (NQF level 6) or equivalent qualification as recognised by SAQA; 4 years' relevant experience as an Assistant Director or equivalent; 3 years working experience for either at the province or national education department; Knowledge with regards to all forms of Learner and Teacher Support Material (LTSM) developing and provisioning in the Education Sector; Knowledge of project management; Good and functional knowledge of Government prescripts and government procurement processes; Knowledge of Monitoring, Evaluation and Reporting systems and processes; Knowledge of the educational framework and policies; Knowledge and understanding of the Department's Annual Performance Plan (APP), Public Finance Management Act (PFMA), Schooling 2025, Action Plan 2019 and the Minister's Delivery Agreement; Understanding of the role of LTSM in the Fourth Industrial Revolution (4IR); Understanding of the curriculum; Sound operational planning and management skills; Excellent communication (verbal and written) skills; Excellent data and information management skills; Strong leadership, negotiation and facilitation skills; Advanced applied skills of Computer literacy in MS Office software package (Access, Excel and Outlook) and other relevant software; Good interpersonal relations; Ability to proof-read and edit documents; Ability to work well independently and under pressure as well as adhere to deadlines; Ability to handle pressure; Willingness to work extensive hours and to travel; A valid driver's licence.

DUTIES : The successful candidate will be responsible for developing and implementing Learner and Teacher Support Material (LTSM) Policies; Developing and managing the monitoring systems; Developing Terms of Reference for the submission and evaluation of LTSM; Managing all the processes around the centralised and decentralised development and provisioning of LTSM; Managing submissions, evaluating LTSM and developing the National Catalogues; Managing the project implementation; Managing the development and implementation of LTSM electronic monitoring systems; Managing all the data related functions of LTSM provisioning; Managing communication and inter-relationships with Provincial Education Department and all stakeholders in the education sector; Monitoring, supporting and reporting on provincial (centralised/decentralised) procurement and delivery of LTSM processes; Monitoring and reporting on textbook utilisation; Undertaking strategic and financial planning for LTSM projects and activities.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/
Mr M Segowa Tel No: (012) 357 4291

NOTE : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

POST 42/08 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DBE/15/2024**
Branch: Office of the Director General
Directorate: Internal Audit, Risk Management and Investigation

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive remuneration package
: Pretoria
: An appropriate undergraduate qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Risk Management/Internal

Auditing/Accounting; 4 years' relevant experience as an Assistant Director or equivalent; Minimum of 5 years' experience in risk management; Excellent communication skills, independence, excellent time management and adhere to stringent deadline dates.

DUTIES : The successful candidate will be responsible for developing, maintaining and ensuring the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks; Participating in the development of review and implementation of the risk management framework, incorporate inter alia risk management policy, risk management strategy, risk management implementation plan, risk identification and assessment methodology, risk appetite and tolerance and risk classification; Conducting workshops in order to assist management in developing the strategic, operational and project risk registers; Analysing in conjunction with branches, the effectiveness and failure of existing strategies, policies and procedures, and assist to develop interventions or measures to address existing gaps; Assisting with the identification of emerging risks, materialising risks and monitoring and reporting thereof; Developing, maintaining and ensuring the implementation of Business Continuity Management policies, guidelines and procedures in line with relevant legislation and frameworks; Promoting and institutionalising risk aware culture and compliance in all branches; Providing training and facilitating enterprise risk management (ERM) sessions to improve level of awareness in all branches; Facilitating processes relating to the Risk Management Committee; and Managing subordinates under area of responsibility.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

NOTE : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

POST 42/09 : **ASSISTANT DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIALS PROVISIONING REF NO: DBE/17/2024**
Branch: Delivery Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of School Performance
(One-year Renewable Contract)

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Eastern Cape
: An appropriate undergraduate qualification (NQF level 6) or equivalent qualification as recognised by SAQA; 3 years relevant experience at supervisory level; 5 years relevant experience in the public sector; Exceptional knowledge with regards to Public Administration; Understanding of Learner Teacher Support Material (LTSM) development and provisioning in the Education Sector including the Grade R-9 workbooks; Understanding of Government Prescripts such as the South African Schools Act; Financial Management focusing on Management Accounting (Budget and Expenditure), Excellent communication (verbal and written) skills; Ability to proof-read and edit documents; A valid driver's Licence.

DUTIES : The successful candidate will be responsible for monitoring the ordering, printing, delivery and utilisation of the Grades R – 9 Workbooks; Assisting in developing policies, guidelines, business processes regarding the provisioning of LTSM; Coordinating the production, procurement, delivery monitoring, reporting and utilisation of Learner Teacher Support Material (LTSM) in the provinces, districts and in schools; Organising and coordinating consultations and engagement with different stakeholders; Organising task teams with stakeholder to ensure that there is proper provisioning of Learner Teacher Support Material (LTSM); Providing support to the Project management team in implementing the key LTSM activities.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

NOTE : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

- POST 42/10** : **LEGAL ADMINISTRATIVE OFFICER (GRADE-5) REF NO: DBE/16/2024**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
Directorate: Legislative Services
- SALARY CENTRE REQUIREMENTS** : R440 412 per annum
: Pretoria
: An appropriate recognised LLB degree plus 8 years' appropriate post-qualification legal experience; Experience in analysing, interpreting and drafting of legal documents; Knowledge of education law will serve as an advantage; Knowledge of the Public Service and of applicable legislation, including the Constitution of the Republic of South Africa, 1996, the PFMA, the PAIA, the PAJA, the POPI, and the Treasury Regulations; Knowledge of civil procedure; Ability to draft contracts and legal opinions; Good legal administration skills; Good problem-solving skills; Good presentation skills; Excellent communication (verbal and written) skills; Strong analytical skills; Skills in the interpretation of statutes and in conducting research; Above-average computer literacy; Willingness to work irregular hours.
- DUTIES** : The successful candidate will be responsible for Providing and administering legal advice/opinions in the Department, conducting research on policy, legislation and legal principles; Providing legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; Providing legislative support to provincial education departments; Providing legal education to departmental officials; Drafting and/or amending legal documents including primary and secondary legislation that is administered by the Department and pilot such legislation through Parliament; Drafting and editing legal correspondence on all administrative enquiries; Ensuring compliance with PAIA, PAJA and POPI; Commenting on drafting legislation of other departments, when so requested; Monitoring, coordinating and evaluating the effective implementation of education legislation; Assisting Project Managers with legal support in regard to contracts; Assisting with contract drafting and litigation; Conducting awareness on legal matters and legal intervention and carry out any other relevant duties as instructed.
- ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
- NOTE** : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website: <https://erecruitment.gtac.gov.za/erecruitment/>
- CLOSING DATE** : 29 November 2024 at 12 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities.

OTHER POST

- POST 42/11** : **ANALYST - CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G03/2024 (X2 POSTS)**
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R849 702 - R1 000 908 per annum (Level 11)
: Pretoria
: A postgraduate degree (NQF Level 8) in Economics or Development Finance. Masters will be an added advantage. 4-6 years' experience in investment appraisal and/or economic research. Sound understanding of applied microeconomics. Sound understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Intermediate understanding of financial modelling techniques. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. This includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Computer Literacy: Knowledge and ability to use

computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development and Management: Knowledge of government policies, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Financial Analysis: The application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, sustainability, risks and comparison with alternatives. Project Management: Knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

DUTIES

: Appraisal analysis and advice: Generate appraisal reports analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop quantitative models to assess the expected impacts of specific infrastructure proposals from a financial, economic, environmental and social perspectives. Advice on the configuration, costing, funding, procurement and implementation readiness of proposals. Propose alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice material: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Develop tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis of how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximize the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Draft outline report and follow an effective project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various fora related to projects.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 02 December 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 positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 42/12 : **PROVINCIAL HEAD: REF NO: 06/24/LMP**

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 : Limpopo Provincial Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science, Law / Public Administration/Management; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); 5 years' experience at a senior managerial level in court/Administration; Knowledge of Public Finance Management Act (PFMA) and Budget Management, Treasury Regulations, Public Service Regulations and all relevant governance prescripts; Knowledge and understanding of the Constitution, case law, criminal, civil and family cases and interpretation of relevant statutes; Knowledge of Human Resource Practices, Financial Management Practices, Service Delivery Improvement Models, Facility and Security Management. Skills and competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage justice operations and related services in the province; Manage the provision of legal administration and advisory services; Manage and monitor human resource management and development services in the province; Manage and administer the provision of Financial management service in the Province; Manage and facilitate stakeholders relationship; Provide effective people management.

ENQUIRIES : Mr. Chauke M.D Tel No: (015) 287 2080 or Mr. Maakamedi T.P Tel No: (015) 287 2025

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699or email to DOJ24-06-LMP@justice.gov.za

NOTE : Coloured; Indian; White and People with disabilities are encouraged to apply.

POST 42/13 : **DEPUTY CHIEF STATE LAW ADVISOR REF NO: 24/56/SLA**

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 LLB or equivalent legal qualification at NQF level 7 as recognized by SAQA; A minimum of 5 years experience at Senior Management level in legal advisory services; Admission as an attorney or advocate; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of drafting legal documents and legal research; Knowledge and understanding of Bills legislations, legal, administration processes and procedures; Knowledge and understanding of Public Financial Management Act, Treasury Regulations and Public Service Act; Understanding of Constitutional and Administrative Law, Departmental and Government vision and plans. 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 skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the scrutiny of subordinate legislation; Manage the provision of legal opinions to organs of state on receipt of instructions; Manage the operations of the unit; 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: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. Or email to DOJ24-56-SLA@justice.gov.za

OTHER POSTS

POST 42/14 : **FAMILY ADVOCATE LP 7/8: REF NO: 65/2024/FA/WC**

SALARY : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of The Family Advocate, Mitchells Plain
: An LLB Degree or recognised four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate. Skills and Competencies: Good communication skills, both verbal and writing; Research, investigation, monitoring, evaluation and report writing skills and Diversity; Dispute and Conflict Resolutions Skills.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape.

ENQUIRIES : Advocate S Ebrahim Tel No: (021) 426 1216 or Ms T Buttress Tel No: (021) 426 1216

APPLICATIONS : Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-65 -FA-WC@justice.gov.za

FOR ATTENTION NOTE : Ms P Paraffin
: shortlisted applicants are required to attach service certificates to determine salary in accordance to experience.

- POST 42/15** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 24/75/MIN**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
 : A Bachelor's Degree/National Diploma (NQF level 6) in Public Administration, Social Science, Political Science or Economic Sciences; A minimum of 3 years' experience in Parliamentary and Cabinet environment at management (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescript; Knowledge of Ministry operations, Secretariat Processes, Government policies, Cabinet and Parliament proceedings, Interpretation of statutes; functional areas covered by the Minister's portfolio; Knowledge and understanding of the Constitution, political and parliamentary processes in South Africa. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Decision making; Planning and organising skills; Project management.
- DUTIES** : Key Performance Areas: Monitor events in Parliament to identify matters that have a bearing on the portfolio of the Minister; Monitor events in Cabinet to identify matters that have a bearing on the portfolio of the Minister; Render an efficient and effective parliamentary service; Co-ordinate and control movements between the Pretoria and Cape Town Offices for Parliamentary sessions; Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Mr. S Maeko Tel No: (012) 315 1996
 : 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 DOJ24-75-MIN@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 42/16** : **SENIOR LEGAL ADMINISTRATION OFFICER: (MR-6): REF NO: 24/71/DG**
- SALARY** : R556 356 – R1 314 666 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 : An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; 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, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act, Superior Courts Act and Magistrates Court Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.
- DUTIES** : Key Performance Areas: Provide guidance and advice on various legal and policy frameworks and regulations; Provide legal advice for the Office of the Director-General; Coordinate Statutory Structures of which the Director-General is responsible; Attend meetings and workshops as required, providing support as required and monitor decisions; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 315 1996
 : 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 DOJ24-71-DG@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.



APPLICATIONS : 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.

NOTE : 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 documentation 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 short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to National Treasury processing your information for Human Resources Management purposes. 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.

ERRATUM: Kindly note that the position of Director: Local Government Fiscal Framework with Ref No: S029/2024 advertised in the Public Service Vacancy Circular 41 dated 08 November 2024 with a closing date of 22 November 2024. The title of the advert was captured erroneously and should read as follows: Director: Fiscal Framework. All applicants who have already applied need not reapply. The closing date has been extended to 29 November 2024. We apologise for the inconvenience caused. For enquiries please send to Recruitment.Enquiries@treasury.gov.za

MANAGEMENT ECHELON

POST 42/17 : **DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S046/2024**

Division: Intergovernmental Relations (IGR)

Purpose: To monitor the implementation of municipal budgets and budget and reporting reforms; provide advice and support to municipalities and provincial treasuries on the preparation, implementation and reporting on municipal budgets and the implementation of budget and reporting reforms, to assist in the identification of financial problems and crises in municipalities as per sections 138 and 140 of the MFMA and to support in the monitoring of financial recovery plans.

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

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|--------------------------------------|---|
| <u>CENTRE REQUIREMENTS</u> | : Pretoria : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Public Finance or Accounting. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in Local Government planning, financing and budgeting. Knowledge and experience in the application of the MFMA, within the Local Government set-up. Knowledge and experience of the local government operational aspects and the publication of information. Knowledge and experience in the dissemination of data and information. Knowledge and experience in report writing and analysis of financial information. 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. |
| <u>DUTIES</u> | : Some key outputs include: Strategic Budget Oversight and Support: Provide strategic guidance on the budgets and long-term financial strategies to non-delegated municipalities, including issuing of budget circulars, Assess and provide feedback on municipal budgets of non-delegated municipalities in alignment with the provisions of the Municipal Finance Management Act (MFMA), DoRA and MBRR, and mSCOA. Coordinate and participate in budget engagements with municipalities to discuss budget and related matters. Formulate budget assessment reports and annual budget reports to facilitate and support oversight by various stakeholders, including municipalities, National Treasury, Minister of Finance, TCF, Budget Council, Budget Forum, PCC, SCOF in the NCOP and Cabinet. Review consolidated reports on budgets of Provincial Treasuries. Implementation and Monitoring of Municipal Budgets: Monitor in-year implementation of budget and trends in local government budgets and expenditure, identify in consultation with provincial treasuries municipalities that are in financial distress as per Section 138 of the MFMA or municipalities that are in financial crisis as per Section 140 of the MFMA. Implement the appropriate corrective steps to turn around poor performance and deal with municipalities in distress, including supporting and participating in municipal interventions. Chair and participate municipal mid-year budget and performance assessment. Formulate reports on budget implementation to internal and external stakeholders, including municipalities, DG: National Treasury, Minister of Finance, TCF, Budget Council, PCC and Cabinet. Review consolidated mid-year and S71 reports of Provincial Treasuries. Intergovernmental Co-ordination (Stakeholders Management): Participate in forums/workshops related to scope of sector responsibilities. Compilation of routine publication on municipal budget and in-year financial performance, including the bi-annual local government budget and expenditure review. Coordinate budget and financial data for IGFR, MTBPS, budget review and other National Treasury publications. Contribute to provincial and municipal CFO Forum meetings by presenting on municipal finances and budget and reporting reforms. Provide advice to sector departments and stakeholders on budgets, long term financial strategies and reporting requirements for municipalities and their finances and facilitate disputes between organs of state. Strengthening of provincial treasuries to perform their delegated functions in terms of Chapter 4 of the MFMA : Coordinate the monitoring of the implementation of the province specific strategies and support plans to address municipal finance performance failures (key "game changers" are revenue management, funded budgets, asset management, mSCOA and SCM). Capacitate and support provincial treasuries on oversight and support to delegated municipalities on the matters related to budgets, financial management and reporting reforms and in-year reporting. Transversal LG Responsibilities: Participate in mSCOA and MBRR governance structures and working groups, incl. FAQ committee, Technical Committee, Steering Committee, Coordinating Committee, national project team and LGBA Technical Working Group, Support the implementation of revenue management initiatives, including ESKOM Debt Relief Applications, Participate in the technical work, working groups and support the institutionalisation of City Support Programme initiatives. Support the monitoring of financial recovery plans for municipalities placed under intervention by provinces. Arrange the quarterly War Room Meetings for municipalities placed under national intervention. |
| <u>ENQUIRIES APPLICATIONS</u> | : enquiries only Recruitment.Enquiries@treasury.gov.za : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment |

CLOSING DATE : 29 November 2024 at 12:00 am (Midnight)

POST 42/18 : **SENIOR MANAGER: REGULARITY AUDIT REF NO: S047/2024**
 Division: Office of The Director-General (O-DG)
 Purpose: To strategically manage the Regularity Audit operations for NT, ASB, CBDA, IRBA and GTAC and alignment with the Internal Audit strategy.

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Accounting or Internal Auditing. A Certified Internal Auditor certification (CIA) will be an added advantage. A minimum of 5 years' experience at a middle management level (Deputy Director) obtained in the internal audit environment. Knowledge and experience of the broad Internal Audit and internal audit fundamentals, frameworks and principles. 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: Strategic leadership and support: Conduct awareness sessions on regularity audit offerings through stakeholder engagement. Provide strategic support and recommend amendments to the Internal Audit Charter. Develop plans and guidelines to inform strategic and operational activities. Liaise, co-ordinate, establish and maintain good relations with internal and external stakeholders on audit-related matters. Audit Process - Risk assessment, audit plan, assurance and consulting services: Review annual risk assessment procedures and develop and align the internal audit plan based on the strategic and operational regularity risks. Provide advice on regularity audits to be conducted and propose solutions for challenging technical related problems. Coordinate the regularity audit plan and advice on operations and strategy in consideration of the organisational impact and findings register. Accountable for quality assurance of regularity audit reports before submitting to the Chief Audit Executive. Provide feedback and clarification to the audit committee relating to Regularity Audit reports, control and technology related matters process improvements and research. Analyse policies, procedures, processes, measurements and expenditure and make recommendations for improvement. Keep abreast of global trends, new developments in the regularity audit environment and emerging technologies. Develop a sustainable Regularity Audit Strategy, Regularity Audit Methodology and Resource Plan to ensure continuity of the Regularity Audit Stakeholder Engagement. Conduct quality assurance on reporting standards. Review audit committee pack deliverables and provide input thereto. Present regularity audit reports to the Audit Committee and recommend resolution to challenges. Conduct continuous monitoring and evaluation of progress against the approved Regularity Audit plan.

ENQUIRIES APPLICATIONS CLOSING DATE : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 29 November 2024 at 12:00 am (Midnight)

OTHER POSTS

POST 42/19 : **DEPUTY DIRECTOR: OD AND CHANGE MANAGEMENT REF NO: S038/2024**
 Division: Corporate Services (CS)
 Purpose: To advice and support on organisational effectiveness and engagement processes through enhancing teams' abilities to work cohesively in achieving common goals; operating on change enablement principles; and in so doing, promote a healthy team culture where success is celebrated and people are valued.

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Human Resources Management or Organisational Development or Industrial Psychology or Operations Management or Human Resources

Development or Strategy and Systems. A minimum 4 years' experience is required of which 2 years should be on an Assistant Director level or equivalent obtained in an Organisational Development environment. Knowledge of systems interventions, strategic planning and facilitation. Knowledge of Organisational Development practices and other interventions. Knowledge of Job Design and Job Evaluation principles, e.g. benchmarking, etc., and Knowledge of Change Management, Capability Assessment and related interventions.

DUTIES

: Some key outputs include: Facilitate organisational develop and change management interventions: Facilitate change and transition efforts throughout the organisation to ensure identified goals are achieved. Assess risks associated with various change initiatives and projects and recommend actions to manage any risks. Facilitate and implement customised change models, Initiate and facilitate transformation of leadership capacity towards world class benchmarks. Design and implement OD leadership programmes in line with industry. Maintain and update knowledge of change management theory, principles, and practices. Track and document prioritised change projects for the National Treasury. Provide organisation wide assessments about organisation health and effectiveness. Organisational culture shaping and monitoring: Deliver diversity workshops and initiatives on change enablement plans for NT. Facilitate the identification of an appropriate culture model for the National Treasury. Initiate a platform for regular climate and dipstick surveys, including providing implementation reports, implementing/monitoring and evaluation thereof. Facilitate sensitivity training across National Treasury divisions. Leverage cultural differences and similarities to the benefit of National Treasury. Facilitate, support and consult on endeavours to engender organisational values in National Treasury. Translate the desired culture into specific desired leadership behaviours to be understood by different target groups. Conduct employee engagements through focus group sessions, including providing implementation reports, implementing/monitoring and evaluation. Team Effectiveness: Conduct needs assessment, design processes and interventions to facilitate team building sessions and promote self-organising teams in NT. Develop and maintain an OD menu for team effectiveness interventions as component for business effectiveness. Collaborate across the HR functions to ensure convergence in purpose and execution of team effectiveness. Promote OD services: Identify and establish resources for consistent OD deliverables for the National Treasury. Develop infrastructure for integration of OD and HR projects. Market OD services across the National Treasury. Evaluate OD services and the impact on organisational effectiveness and performance improvement whilst creating key OD learning communities. OD Quality Assurance: Facilitate the formation of policies and procedures relating to organisational development and change management. Implement and monitor relevant OD policies and procedures. Keep abreast of developments in the field of organisational development and interpreting developments on research. Evaluate programs and techniques on HR practices. Evaluate the effectiveness and efficiency of service delivery and taking corrective measures for improvement. Foster strategic partnerships: Provide shadow consulting for HR practitioners Identify and quantify OD skills. Define and implement OD capacity building initiatives for HR practitioners. Measure and link key outcomes of HR with overall organisational strategy, vision, mission and goals. Assist in resolving sensitive and complex matters on the inter-relatedness between OD and other HR disciplines. Design and implement processes to deliver best integration with other HR disciplines and prioritise key interventions.

ENQUIRIES
APPLICATIONS
CLOSING DATE

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
: 29 November 2024 at 12:00 am (Midnight)

POST 42/20

: **MANAGER IT AUDIT REF NO: S041/2024**
: Division: Office of The Director-General (O-DG)
: Purpose: To manage the IT audit plan for NT, ASB, CBDA and GTAC in accordance with the planned IT audit methodology.

SALARY
CENTRE
REQUIREMENTS

: R849 702 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Information Systems or Computer Science or Internal

Auditing. A certification as a certified Information Systems Auditor (CISA)/ Information Security Manager (CISM)/ Information System Security Practitioner (CISSP) will be an added advantage. A minimum 4 years' of which 2 years should be at an Assistant Director level or equivalent obtained in IT Auditing, Knowledge and experience of Strategic IT Governance. IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements. Knowledge of Information Security and IT Policies, Procedures, Software Licensing, Project Management, Audit Standards, Business Continuity and Disaster Recovery, Experience in Application Control Reviews, Business Process Mapping and Analysis and Data Analytics. Knowledge of General Control Reviews, Networking, Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security and Information Security.

DUTIES : Some key outputs include: Strategic leadership and stakeholder management: Contribute to raising awareness of the Internal Audit division with specific emphasis on IT Audit through stakeholder engagement. Execute plans and guidelines to ensure completion of strategic and operational activities, Liaise, co-ordinate, establish and maintain good relations with stakeholders on audit related matters. Contribute towards initiatives or recommendations by the Audit Committee. Audit Process - Risk assessment, audit plan, assurance and consulting service: Manage all IT audits and perform quality assurance. Contribute to the review of the annual risk assessment. Contribute to the development and alignment of the 3 year rolling audit plan and detailed annual IT audit plan based on the strategic and operational IT risks. Provide advice and guidance on IT Audits to be conducted and propose solutions for challenging technical related problems. Ensure completion of all IT audits as well as the findings register. Initial quality assurance of all IT audit reports before submission to the Senior Manager – IT Audit. Providing feedback and clarification to the client relating to IT audit reports, control and technology related matters. Resource Management: Manage and develop IT Audit resources to ensure effective and efficient delivery and overall achievement of IT Audit objectives. Develop the training plan for IT Audit, Perform resource allocation and prioritization across IT audit projects. Process improvements and research: Keep abreast of global trends, new developments in the IT audit. Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services. Management reporting: Manage the IT audit reporting processes. Assist with the development of the audit committee packs. Present IT Audit reports to clients, Provide feedback on the progress against the approved IT audit plan.

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

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

CLOSING DATE : 29 November 2024 at 12:00 am (Midnight)

POST 42/21 : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: S045/2024**
 Division: Office of The Director-General (O-DG)
 Purpose: To facilitate the execution of Enterprise Risk Management (ERM) processes as a key enabler to enhance and maintain business continuity in assisting National Treasury to meet its core objectives.

SALARY : R849 702 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 a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Risk Management or Auditing or Finance or Legal and Security Risk Management, Certification as a certified Risk Management Practitioner (CPrac)/ Risk Management Professional (CProf) will be an added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in Enterprise Risk Management, Ethics Management & Anti-Corruption and Business Continuity Management. Knowledge and experience of risk mitigation processes. Knowledge of the broader risks management guidelines and standards.

DUTIES : Some key outputs include Facilitate Enterprise-Wide Risk Assessments: Conducts risk identification, analysis and evaluation with strategic partners and business units within the National Treasury. Coordinate business continuity activities with external stakeholders and business units within the National

Treasury. Administrate Anti-corruption activities within National Treasury. Engage stakeholders within business units with the sole purpose of integrating ERM processes within the National Treasury. Develop ERM reports for presentation in governance committees. Conducts Risk Education, Training and benchmarks: Initiate awareness sessions on risks and provide training to educate internal clients on ERM principles. Conduct workshops on risks mitigation processes for implementation within National Treasury. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies. Establish and Maintain and Improve Risk Capabilities: Analyse NT's strategic objectives and compare against risks factors. Analyse NT's audit findings and implement action plans for execution and mitigation. Analyse the loss control register and make recommendations on the improvement of the management of risk capabilities. Develop Risk Mitigation Plans for National Treasury: Enhance action plans for the identification and alignment of risks. Monitor the status of risk mitigation action plans for improvement. Provide reports on the negative and positive impact of envisaged mitigation plans for implementation.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 29 November 2024 at 12:00 am (Midnight)

POST 42/22 : **ASSISTANT DIRECTOR: MONITORING, EVALUATION AND REPORTING**
REF NO: S032/2024

Division: Office of The Director-General (O-DG)

Purpose: To facilitate the development and implementation of the Department's operational plans (DOPS) and assist with monitoring, evaluation and reporting of the departmental Annual Performance operational plans (APP & CDOPS).

SALARY : R444 036 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS :

A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Public Administration or Business Administration or Public Management or Business Management. A minimum 3 years' experience obtained in strategic monitoring and planning of businesses in alignment with operation requirements or Knowledge and experience of the consolidation of Departmental Performance and Strategic Plans or Knowledge and experience of the Governments Policy Framework or Knowledge of strategic management and policy analysis or Ability to evaluate and analyse information for policy development and application of policies.

DUTIES : Some key outputs include Departmental Strategic and Annual Performance Plans: Assist with the development and implementation of Departmental Annual Performance Plan framework and divisional operational plans, Assist with analysing and assessing strategic and annual performance plans. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies for integration in future Strategic and Annual Performance Plans. Monitoring, Evaluation and Reporting: Provide inputs to systems and tools for the utilisation in the monitoring and evaluation of the Department's performance and operations management framework. Assist with monitoring and evaluate of reporting framework on the Department's performance. Assist with coordination of the Departmental evaluation mechanism for strategic and operational programmes. Monitoring progress of strategic and annual performance plans against performance assessment action plans. Policy Development, Research and Benchmarking: Obtain inputs in the development and implementation of best practices on planning, monitoring, reporting systems and mechanisms. Provide inputs in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards. Assist with monitoring the implementation of performance guidelines and frameworks and advice stakeholders accordingly. Assist with the coordination and implementation of annual outcomes and impact reporting. Stakeholder Engagement: Engage internal and external stakeholders on the implementation plans pertaining to planning, monitor evaluation and reporting. Engage with stakeholders in the coordination and progress of the implementation of developmental and process enhancements. Contribute to

the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 29 November 2024 at 12:00 am (Midnight)

POST 42/23 : **APPLICATION DEVELOPER REF NO: S030/2024**
Division: Corporate Services (CS)
Purpose: To assist in the development of software and support in the maintaining of systems on technical design testing and documenting software in compliance user requirements.

SALARY : R444 036 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Information Technology. A minimum 3 years' experience obtained in application development of software, in an information technology environment. Knowledge of C#, Share- point development and Workflow, Power Platform (PowerApps and Flow), Knowledge of database concepts and design (MS SQL). Knowledge of programming language, basic project management principles and methodologies. Knowledge of systems maintenance in line with predetermined processes and procedures.

DUTIES : Some key outputs include: Application and Implementation: Publish approved projects to the web application for processing and implementation. Configure applications in alignment with technical and business requirements. Implement standard technical functionality in collaboration with technology and in compliance with user specifications. Client Engagement on Business Processes: Engage and partner internal stakeholders to model business requirements around processes, information flows and data structures. Coordinate operational requirements to improve information systems, and data management processes and procedures. Engage stakeholders and provide advice pertaining to challenges within business units. Provide advice to stakeholders on services offerings. Development of Operational Standards: Document new and existing applications in line with prescribed standards. Develop and customise reports based on business requirements of production technologies. Develop user and training manuals for implementation. Programming and Software Configuration: Interpret specifications for the development of applications based on prescribed business requirements. Develop and design solutions for an applied standardised specifications process, assist with the initiate on planning and designs in the conducting of tests based on approved standards. Conduct reviews of supplied specifications. Systems Testing and End-User Support: Interpret test plans against methods and standards, Document test failures and successes against pre-determined criteria. Perform test on application against business requirements and authenticate test results. Document challenges impeding progress pertaining to diagnostic information for error resolution and incident analysis, Identify and diagnose problems and advice on possible solutions.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 29 November 2024 at 12:00 am (Midnight)

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity 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.

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed your application to: Advertisement082024@dpsa.gov.za
- CLOSING DATE** : 02 December 2024
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp." From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen 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. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POST

- POST 42/24** : **DEPUTY DIRECTOR: INNOVATION REF NO: DPSA 08/2024**
- SALARY** : R849 702 per annum (Level 11), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 000 908 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria.
- REQUIREMENTS** : A Senior Certificate, a minimum qualification at NQF level 7 in Information Management / Information Science / Knowledge Management / Public Management / Social Science / Public Administration, or any related qualification (at least a B. Degree at NQF level 7 qualification) as recognised by SAQA. Minimum of three (3) years at the middle management level. Minimum five (5) years' experience in innovation implementation and policy development. Knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key strategic priorities of Government and sound understanding of operations management and the ability to travel when required. Managerial skills: Decision-making, problem solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, teamwork, confidentiality, financial management, human resource management, change management, and project and programme management Diversity management, communication, and information management Interpersonal relations, facilitation, presentation, report writing, computer literacy, conflict management, research. Technical skills: policy development, knowledge management, innovation, monitoring and evaluation, and program and project management.

DUTIES

: Develop innovation prescripts (policies; norms and standards; directives; circulars; frameworks and guidelines) for the public service. Support the implementation of innovation prescripts by National and Provincial Departments through the provision of technical advice, support and capacity building. Render advice and review prescripts (policies; norms and standards; directives; circulars; frameworks and guidelines) pertaining to innovation. Develop and implement systems for data collection and analysis. Monitor implementation of innovation prescripts, compliance and undertake evaluation and impact assessments. Develop and implement all the operations, systems, and processes of Sub-Directorate: Innovation.

ENQUIRIES

: Ms. Vuyokazi Jezile Tel No: (012) 336 1214

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.



- APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment24-20@dpw.gov.za
- FOR ATTENTION** : Ms. NP Mudau
- CLOSING DATE** : 29 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)

OTHER POST

- POST 42/25** : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND COORDINATION (DEPARTMENTAL SUPPORT TO THE MINISTRY) REF NO: 2024/99**
(Re-advertisement for Ref No: 2024/42 PSVC 13 of 2024, Applicants who previously applied are encouraged to re-apply)
- SALARY** : R849 702 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6) in Public Administration/ Management or related qualification. Appropriate years administrative experience at an ASD level in the related environment. Extensive related experience in political or executive offices will be an added advantage. A valid driver's license. Knowledge: Technical Knowledge of the Built environment. Administration Support: Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulation. Skills: Sound analytical and problem identification and solving skills; Marketing and liaison; Advanced communication; Language proficiency; Advanced report writing; Strategic management, Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision making skills; Conflict management; Motivational skills; Influencing skills. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level, People orientated, Assertive, and Ability to work independently. Willing to adapt work schedule in accordance with professional requirements. Security clearance.
- DUTIES** : Manage logistics for high level meetings and structures in the office of the Office of the Minister: Compile documentation to adequately prepare the Minister for such meetings. Develop the administrative framework regarding finances, human resources, operations and logistical requirements and travel for all Ministry staff. Facilitate and support the involvement of the Minister in all structures. Ensure the effectiveness of the Office of the Minister: Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage, monitor and track information related to the Office of the Minister. Articulate, co-ordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Ministry. Determine the impact and provide comments regarding departmental and external submissions addressed to the Ministry. Ensure effective document management and correspondence flow within the Office of Ministry: Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Ministry. Administer office correspondence, documents and reports. Manage communication and flow of information between the office of the Minister, Deputy Ministry and Director-General. Manage the processing of allowances, S&T claims, payments and invoices relevant to the office. Coordinate projects in the office of the Minister. Manage the Sub-directorate: Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.
- ENQUIRIES** : Mr. Michael Beyleveld at (082) 884 2633

SOUTH AFRICAN POLICE SERVICE

- APPLICATIONS** : Application forms may be delivered by hand to: SAPS Head Office, Wachthuis Building, Thibault Arcade, 225 Pretorius Street, Pretoria, (between 07:30 and 16:00). Applications must be deposited into the box available at the reception area.
Applications may also be posted to: The Section Commander: SMS Appointment Administration, South African Police Service, Private Bag X986, Pretoria, 0001 (NB: Please note that in the event that an application is posted, it must reach the indicated office before or on the closing date and time specified in the advertisement).
Applications may be emailed to: SeniorAppointmentsHQ5@saps.gov.za or Senappoint@saps.gov.za (Please note that only an application form together with a comprehensive Curriculum Vitae must be submitted)
- CLOSING DATE** : 02 December 2024 at 16:00
- NOTE** : Only the official application form (Levels1-12) (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. Only an application form together with a comprehensive Curriculum Vitae must be submitted. Applicants are not required to submit copies of qualifications and other relevant documents. Only shortlisted candidates will be required to submit certified copies of all educational qualifications, drivers' licence, identity document and proof of relevant experience in the field of the post during the interview process. Qualifications and drivers' licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants. Appointment will be made in terms of the Public Service Act, 1994. Applications must be submitted / posted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him/her to undergo a personal interview. Reference checking and fingerprint screening will be conducted on all shortlisted candidates. Correspondence will be conducted with successful candidates only. If an applicant has not been contacted within 3 months after the closing date of this advertisement, it should be accepted that his/her application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained, free of charge, from any SAPS Recruitment Office within the South African Police Service. External advertisement of post for appointment purposes: parliamentary and cabinet support: Public Service Act, 1994 (act no. 103 of 1994): South African Police Service: Ministry of Police.

OTHER POST

- POST 42/26** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: MIN 01/10/2024**
- SALARY** : R849 702 per annum (Level 11), all-inclusive package
- CENTRE** : Office of the Ministry of Police (Pretoria)
- REQUIREMENTS** : National Diploma in Politics / Administration / Management or equivalent qualification accredited by SAQA on NQF level 6 with minimum of 3 years' relevant experience; Must be in possession of a valid light motor vehicle drivers' license; Must display the following key competencies: Knowledge of Ministry's operations, Working knowledge of the political and parliamentary processes in South Africa, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, Knowledge of Public Service policies and prescripts in Policing sector; Must have good written and verbal communication skills, computer literacy, problem solving, negotiation skills; Must have the following skills: Management, planning, leading, organizing, report writing and good interpersonal relations; Must be proficient in at least two official languages, of which one must be English; Must be a South African Citizen; Must not have a criminal record or pending criminal/departmental cases; Applicants will be subjected to a vetting process, which will include security screening and fingerprint verification; Relevant

courses in the field of the post may be an advantage; Must be able to work under pressure as well as extended hours.

DUTIES

: Provide and Manage support to the office of the executive authority on matters pertaining to/or have bearing on his/her portfolio; Co-ordinate activities between Pretoria and Cape Town offices for Parliamentary sessions; Monitor the overall support of the portfolio of the executive authority; Monitor events in Parliamentary / Legislature and Cabinet / Executive Council to identify matters that have bearing on the portfolio of the executive authority.

ENQUIRIES

: Enquires can be directed to ANY of the following personnel: Colonel Naicker, Lieutenant Colonel Rivombo, Captain Mashile or Captain Mbokane Tel No: (012) 393 4463 / 1112 / 2773 / 1078 / 1016 / 2436 / 2484.

NOTE

: Appointment Act: Public Service Act, 1994 (Act 103 of 1994)

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 29 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 Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV 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 42/27 : **CHIEF ENGINEER GRADE A REF NO: 291124/01**
Branch: Provincial Coordination and International Cooperation: Eastern Cape
Dir: Infrastructure Development Maintenance

SALARY : R1 200 426 - R1 371 489 per annum, (all-inclusive OSD salary package). Note: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.

CENTRE REQUIREMENTS : King William's Town
: An Engineering Degree (B Eng/BSc Eng.) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the Public Finance Management Act (PFMA). Knowledge of contract, project and financial management. Knowledge and understanding of operation and maintenance for water services infrastructure. Good communication skills both verbal and written. Ability to communicate at all sectors of the Department and other institutions. Must be able to work independently, be self-motivated and reliable.

DUTIES : Provide assistance in the design systems, structures and installation of water services related to infrastructure. Support the comprehensive planning in water services infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of water services infrastructure. Provide assistance and support in administration. Inspect, test equipment, infrastructure systems and installations including the preparation of reports on the findings. Identify, review and comment on operation and maintenance plans of water services infrastructure in the Region. Compile, review and comment on contract documentation proposals, bill of quantities and tenders. Coordination of the water services planning in the Region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and give advice to personnel on various levels, consultants, contractors and water service authorities. Support functional arrears to arrange supply chain management, human resources management and financial needs. Provide mentoring and guidance to staff towards ECSA registration.

ENQUIRIES APPLICATIONS : Mr Z Nonjuzana Tel No: (043) 604 5413
: For purposes of response handling, please email your application quoting the relevant reference number on the subject line to: Recruit42HO@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 42/28 : **ENGINEER PRODUCTION GRADE A-C REF NO: 291124/02**
Branch: Water Resources Management Head Office
Dir: National Hydrological Services
(Re-advertisement, applicants who have previously applied must re-apply)

SALARY : R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Pretoria Head Office
: A Civil Engineering Degree (B Eng / BSc Eng). Three (3) years post qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Communication and administrative skills. Pertinent knowledge and experience within the field of hydrology and hydraulics. Construction experience. Knowledge of the National Water Act (no 36 of 1998), as well as other relevant acts and legislation like the National Environmental Act (no. 107 of 1998) and dam safety legislation. Computer literacy.

DUTIES : Oversee the establishment of flow gauging sites and direct/indirect hydraulic calibration of flow gauging sites, in addition, will be required to assist in all flood frequency activities and flow information improvement. Render civil designs for stream flow gauging weirs network in the country. Support Provincial Offices (Hydrometry) by ensuring that Environmental Impact Assessment for new gauging weir sites are carried out on time. Support Provincial hydrometry / hydrological services with preparation of gauging weir maintenance management plans for the and ensure approval by National Department of Forestry Fishery and Environment. Supervise the construction / rehabilitation of gauging weirs in various sites. Audit all relevant engineering reports and drawings in section. Provide professional and technical advice and engineering support services to other directorates and other organisations. Liaise with the hydrological components in the DWS regions on all relevant communal issues. Mentor and train Engineers, Scientists (Hydrologists) and Technicians.

ENQUIRIES APPLICATIONS : Mr Z. Maswuma Tel No: (012) 336 8784
: Pretoria: Please email your application quoting the relevant reference number on the subject line to: Recruit42HO@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 42/29 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 291124/03**
Branch: Infrastructure Management: Central Operation
Div: Maintenance

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

CENTRE : Bloemfontein

- REQUIREMENTS** : A Bachelor of Technology Engineering Degree or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired drivers license. Project Management. Provide technological advisory services. Knowledge of Technical design and analysis. Research and Development. Computer -aided Engineering applications. Knowledge of legal compliance in the technical environment. Able to prepare technical reports and provide technical consulting. Professional judgement. Financial Management. People management. Communication Skills.
- DUTIES** : This post requires a qualified person to provide technological advisory services to the Area Office and Cluster. Develop, maintain and manage current technologies. Perform administrative and related functions. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical solutions by applying engineering principles. Identify and optimize technological designs. Manage administrative and related functions. Provide inputs into the budgeting process. Ensure the development, Implementation and maintenance of databases. Manage and supervise technological and related personnel and assets. Perform duties away from the office and must be able to travel excessive distances. Able to work under pressure to provide technical reports and final drawings within the prescribed time frame. Research and development. Good communication skills to communicate with the public, colleagues, and clients.
- ENQUIRIES** : Mr A Sayed Tel No: (012) 741 7307
- APPLICATIONS** : Central Operations (Bloemfontein): Please email your application quoting the relevant reference number on the subject line to: RecruitmentORVFS@dws.gov.za or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein, or post to the Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300.
- FOR ATTENTION** : Ms. NSM Maloka
- NOTE** : Candidates may be subjected to a skills and knowledge test
- POST 42/30** : **CONTROL ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: 291124/04**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
- SALARY** : R522 741 per annum, (OSD)
- CENTRE** : Jericho Dam (Usutu River)
- REQUIREMENTS** : A National Diploma in Mechanical Engineering. Six (6) years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Relevant experience in the field of Integrated Water Resources Management (IWRM). Good written and verbal communication skills. Report writing and reviewing skills. Project, financial, time and interpersonal management skills. Knowledge of water resource assessment and planning, water requirements, systems analysis, and water quality aspects. Knowledge of water resources management decision support systems. Demonstrated and clear experience with relevant water resource assessment, planning, and yield models. Knowledge and ability to conduct water availability assessments for various purposes including authorisation. Knowledge of existing legislation affecting the work environment. Knowledge of contractual and legal requirements. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. 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, Accountability, and ethical conduct.
- DUTIES** : The development of long-term strategies for local reconciliation of water availabilities and requirements, the participation in Raw water resource infrastructure development planning, the planning for surface and groundwater, the provision of support in the implementation of the water resources policy and strategy and the support in draught/flood management. Assist in the

strategic planning of water resources entailing development, review and updating of appropriate strategies to reconcile water availability with growing water requirements). Assist to conceptualize possible interventions in a timely manner to ensure sustainable water availability in the various supply areas or systems. Provide efficient and effective management of water resources studies/ projects within the constraints of the available resources and time. Assist with the water reconciliation strategies Provide inputs into water use license applications. Inputs into water pricing strategy and application thereof. Liaison with other organizational and parties on projects/ water resource related matters (at local, regional, national, and international level). Provide technical and administrative support. Develops comprehensive plans for adequate water resource availability (quantity/ quality) in an equitable and environmentally sustainable manner to guide infrastructure development, systems, and services management in the water sector.

**ENQUIRIES
APPLICATIONS**

: Mr MM Sethosa Tel No: (017) 846 6000
 : Jericho Dam (Usutu River): Please email your application quoting the reference number to: Recruitment.JrdCET@dws.gov.za NWRI, Department of Water and Sanitation, Private Bag X1004, Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

FOR ATTENTION

: Ms K.E. Thomo

POST 42/31

: **CONTROL ENGINEERING TECHNICIAN PRODUCTION GRADE A
(ELECTRICAL) REF NO: 291124/05**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

**SALARY
CENTRE
REQUIREMENTS**

: R522 741 per annum, (OSD)
 : Jericho Dam (Usutu River)
 : A National Diploma in Electrical Engineering. Six (6) Years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Relevant experience in the field of Integrated Water Resources Management (IWRM) will serve as added advantage. Good written and verbal communication skills. Report writing and reviewing skills. Project, financial, time and interpersonal management skills. Knowledge of water resource assessment and planning, water requirements, systems analysis, and water quality aspects. Knowledge of water resources management decision support systems. Demonstrated and clear experience with relevant water resource assessment will serve as an added advantage, planning, and yield models. Knowledge and ability to conduct water availability assessments for various purposes including authorisation. Knowledge of existing legislation affecting the work environment. Knowledge of contractual and legal requirements. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. 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, Accountability, and ethical conduct.

DUTIES

: The development of long-term strategies for local reconciliation of water availabilities and requirements, the participation in Raw water resource infrastructure development planning, the planning for surface and groundwater, the provision of support in the implementation of the water resources policy and strategy and the support in draught/flood management. Assist in the strategic planning of water resources entailing development, review and updating of appropriate strategies to reconcile water availability with growing water requirements). Assist to conceptualize possible interventions in a timely manner to ensure sustainable water availability in the various supply areas or systems. Provide efficient and effective management of water resources studies/ projects within the constraints of the available resources and time. Assist with the water reconciliation strategies Provide inputs into water use license applications. Inputs into water pricing strategy and application thereof. Liaison with other organizational and parties on projects/ water resource related matters (at local, regional, national, and international level). Provide technical and administrative support. Develops comprehensive plans for adequate water resource availability (quantity/ quality) in an equitable and

environmentally sustainable manner to guide infrastructure development, systems, and services management in the water sector.

ENQUIRIES : Mr MM Sethosa Tel No: (017) 846 6000
APPLICATIONS : Jericho Dam (Usutu River): Please email your application quoting the reference number to: Recruitment.JrdCET@dws.gov.za NWRI, Department of Water and Sanitation, Private Bag X1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION : Ms K.E. Thomo

POST 42/32 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL) REF NO: 291124/06**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

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

CENTRE : Grootdraai Dam (Usutu Vaal)
REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Three (3) Years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's licence. Experience in project and contract management. Project management. Technical design and analysis knowledge. Research and development. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Teamwork. Creativity. Customers focus a responsiveness. Excellent communication skills. Good computer skills. People management, planning and organizing. Change management and people management skills. Good written and verbal communication skills. Note: Candidates must complete a practical and theoretical test.

DUTIES : Render and manage technical service and support in conjunction with engineers, technologists and control engineering technicians associated in the field water supply schemes (Area Office) for preventive maintenance, and rehabilitation work (capital project and maintenance work) water supply abstraction control maintenance on infrastructure, dam safety monitoring and all water related matters for the proper functioning of the scheme. Perform administrative and related functions. Continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.

ENQUIRIES : Mr N Buthelezi Tel No: (017) 712 9400
APPLICATIONS : Grootdraai Dam (Usutu Vaal): Please email your application quoting the relevant reference number on the subject line to SETP@dws.gov.za or post to the Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Grootdraai dam, Admin Building, Standerton, Human Resource office.

FOR ATTENTION : Ms IN Ndwandwe

POST 42/33 : **ARTISAN FOREMAN GRADE A: MECHANICAL REF NO: 291124/07**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
Sd: Maintenance

SALARY : R362 130 per annum, (OSD)
CENTRE : Grootdraai Dam (Usutu Vaal)
REQUIREMENTS : Appropriate Boiler Maker Trade Test Certificate. Five (5) years post qualification experience as an Artisan Mechanical field (Boiler maker). 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 and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Note: Candidates must complete a practical and theoretical test.

DUTIES : Supervise the design and production of technical services. Supervise maintenance of technical services, perform administrative and related

functions. Human capital resources management. Ensure adherence to safety standards, requirements, and regulations. Compile and submit technical report as required. Maintenance of bulk raw water infrastructure. 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.

ENQUIRIES APPLICATIONS : Mr VS Nkabinde Tel No: (017) 712 9400
 : Grootdraai Dam (Usutu Vaal): Please email your application quoting the relevant reference number on the subject line to SAFM@dws.gov.za or post to the Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Grootdraai dam, Admin Building, Standerton, Human Resource office.

FOR ATTENTION : Ms TN Hlongwa

POST 42/34 : **ARTISAN FOREMAN GRADE A: MECHANICAL REF NO: 291124/08**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
 Sd: Maintenance

SALARY CENTRE REQUIREMENTS : R362 130 per annum, (OSD)
 : Grootdraai Dam (Usutu Vaal)
 : Appropriate Fitter and Turner Trade Test Certificate. Five (5) years post qualification experience as an Artisan Mechanical field (Fitter and Turner). 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 and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Note: Candidates must complete a practical and theoretical test.

DUTIES : Supervise the design and production of technical services. Supervise maintenance of technical services, perform administrative and related functions. Human capital resources management. Ensure adherence to safety standards, requirements, and regulations. Compile and submit technical report as required. Maintenance of bulk raw water infrastructure. 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 VS Nkabinde Tel No: (017) 712 9400
 : Grootdraai Dam (Usutu Vaal): Please email your application quoting the relevant reference number on the subject line to SAFM@dws.gov.za or post to the Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Grootdraai dam, Admin Building, Standerton, Human Resource office.

FOR ATTENTION : Ms TN Hlongwa

POST 42/35 : **ARTISAN PRODUCTION GRADE A-C: (ELECTRICAL) REF NO: 291124/09**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R230 898 – R386 775 per annum, (OSD), (Offer based on proven years of experience)
 : Jericho Dam (Usutu River)
 : Appropriate Electrical Trade Test Certificate. The disclosure of a valid unexpired drivers license. Ability to work in a team. Experience of production process and skills. Technical report writing skills. Experience of Occupational Health and Safety Act. Experience of legal compliance. Computer aided technical applications and computer literacy. Good communication skills. Technical analysis and problem-solving skills.

DUTIES : Maintenance of electrical installations in various dams, reservoirs, departmental houses, pump stations, machinery, repeater stations, dam walls and pipelines. Electrical maintenance and inspections of cathodic protection

(TRUs). 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. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff. Willingness to travel and ability to work long hours, perform standby duties and perform well under pressure. Candidates may be required to complete a practical and theoretical test.

- ENQUIRIES** : Mr A.P Maphanga Tel No: (017) 846 6000
- APPLICATIONS** : Jericho Dam (Usutu River): Please email your application quoting the reference number to: Recruitment.JrdAP@dws.gov.za or post to: The Department of Water and Sanitation, Private Bag X1004, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
- FOR ATTENTION** : Ms K.E. Thomo
- POST 42/36** : **ARTISAN PRODUCTION GRADE A-C: (DIESEL MECHANIC) REF NO: 291124/10**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
- SALARY** : R230 898 – R386 775 per annum, (OSD), (Offer based on proven years of experience)
- CENTRE** : Jericho Dam (Usutu River)
- REQUIREMENTS** : An appropriate Diesel Mechanic Trade Test Certificate. The disclosure of a valid unexpired drivers license. Ability to work in a team. Experience of production process and skills. Technical report writing skills. Experience of Occupational Health and Safety Act. Experience of legal compliance. Computer aided technical applications and computer literacy. Good communication skills. Technical analysis and problem-solving skills.
- DUTIES** : Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. 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. Candidates may be required to complete a practical and theoretical test. Willingness to travel.
- ENQUIRIES** : Mr MJ Kgwedi Tel No: (017) 846 6000
- APPLICATIONS** : Jericho Dam (Usutu River): Please email your application quoting the reference number to: Recruitment.JrdAP@dws.gov.za or post to Department of Water and Sanitation, Private Bag X1004, Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
- FOR ATTENTION** : Ms K.E. Thomo

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

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|--------------------------------------|---|--|
| <u>POST 42/37</u> | : | <u>MEDICAL SPECIALIST (PAEDIATRICS AND CHILD HEALTH) REF NO: MRH/2024/29</u> Directorate: Clinical |
| <u>SALARY</u> | : | Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Mamelodi Regional Hospital National Senior Certificate/ Matric and MBCHB or equivalent qualification and FC Paediatrics (SA) OR equivalent that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics and Child Health and current annual registration with the HPCSA as a Medical Specialist. Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with recognized foreign health professional council, of whom it is not required to perform Community Service. |
| <u>DUTIES</u> | : | Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage. Manage Obstetrics and Gynaecology emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Ensure compliance with the policies and protocols. Commuted overtime is compulsory. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr. E.B. Mankge Tel No: (012) 841 8305 Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za |
| <u>FOR ATTENTION NOTE</u> | : | Mr M.H. Hlophe (HR Recruitment Section) Tel No: (012) 841 8329 Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents and a service certificate obtainable from HR Department. The Gauteng Provincial Government is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |

POST 42/38 : **MEDICAL OFFICER OBSTETRICS AND GYNAECOLOGY REF NO: MRH/2024/29**
 Directorate: Clinical

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

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
 : National Senior Certificate/Matric, MBCHB Degree that allows registration with HPCSA as a Medical Officer and current annual registration. **Grade 1:** No experience required after completion of Community Service and registration with HPCSA as Medical Officer. **Grade 2:** A minimum of five years' experience after registration with HPCSA as a Medical Officer Grade. **Grade 3:** A minimum of ten years' experience after registration with HPCSA as a Medical Officer. Ability to function independently and be part of a multi-disciplinary team. Successful applicant must be solution-oriented and have good decision-making skills.

DUTIES : Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage. Manage Obstetrics and Gynaecology emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Ensure compliance with the policies and protocols. Commuted overtime is compulsory.

ENQUIRIES APPLICATIONS : Dr. E.B. Mankge Tel No: (012) 841 8305
 : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Mr M.H. Hlophe (HR Recruitment Section) Tel No: (012) 841 8329
 : Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 29 November 2024

POST 42/39 : **MEDICAL OFFICER (ORTHOPAEDICS) REF NO: MRH/2024/30**
 Directorate: Clinical

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

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
 : National Senior Certificate/Matric, MBCHB Degree that allows registration with HPCSA as a Medical Officer **Grade 2** and current annual registration. Grade 2: A minimum of five years' experience after registration with HPCSA as a Medical Officer Grade. **Grade 3:** A minimum of ten years' experience after registration with HPCSA as a Medical Officer. Ability to function independently and be part of a multi-disciplinary team. Successful applicant must be solution-oriented and have good decision-making skills. Advance Trauma Life Support training will be an added advantage. Basic medical knowledge in Orthopaedics trauma and orthopaedics outpatient management. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department.

DUTIES : Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage. Manage Obstetrics and Gynaecology emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Assist with the administrative activities of the department. Assist and participate in the research activities as defined within

the department. Ensure compliance with the policies and protocols. Commuted overtime is compulsory.

ENQUIRIES APPLICATIONS : Dr. L.B. Mapeshoane Tel No: (012) 841 8302
 : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Mr M.H. Hlophe (HR Recruitment Section) Tel No: (012) 841 8329
 : Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 29 November 2024

POST 42/40 : **PROFESSIONAL NURSES SPECIALTY CONTRACT: CRITICAL CARE, THEATRE, TRAUMA, ONCOLOGY, ADVANCED MIDWIFERY, NEPHROLOGY AND NEONATAL NURSING CONTRACT REF NO: SBAH 02/2024**
 Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R451 533 per annum, plus benefits
 : Steve Biko Academic Hospital
 : PN-B1: Grade 12. Basic qualification accredited with the South African Nursing Council [SANC] in terms of Government Notice 425. i.e. diploma/degree in Nursing as a Professional Nurse or equivalent qualification that allows registration, with the SANC as a Professional Nurse. A post basic qualification with the duration of at least 1 year accredited with the SANC in terms of Government notice no R212 in specialty. A minimum of four [4] years appropriate/recognizable experience as a Professional Nurse after registration with the SANC in general Nursing. SANC annual practicing certificate. Verifiable experience in the specialty. Strong leadership, effective communication and sound interpersonal skills are necessary. PN-B2: Grade 12. Basic qualification accredited with the SANC in terms of Government notice 425 i.e., diploma/degree in nursing or equivalent qualification that allows registration, with the SANC as a Professional Nurse. A post-basic nursing qualification, with the duration of at least one year accredited with the SANC in terms of Government notice no R212 in the relevant specialty. A minimum of 14 years appropriate/recognizable experience in Nursing after registration with the SANC as a Professional Nurse in general nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Service certificates compulsory. SANC annual practicing certificate.

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

ENQUIRIES APPLICATIONS : Mrs. A Mowayo Tel No: (012) 354 1300
 : Applications must be hand delivered to Steve Biko Academic Hospital, Pretoria Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3 or alternatively submit application via email at SBAH.RECRUITMENTS@gauteng.gov.za.

NOTE : Applications should be accompanied by a fully completed and signed new Z83 application form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents plus a recently updated comprehensive Curriculum Vitae (CV). Applications without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational

qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Medical Surveillance will be conducted on the recommended candidates. It is Department's intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply.

CLOSING DATE : 29 November 2024

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource on Tel No: (011) 355 7521/ 011 355 7252.

CLOSING DATE : 29 November 2024

NOTE : 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. In line with the Department's employments Equity Plan, females and people with disabilities are encouraged to apply.

OTHER POSTS

POST 42/41 : **ENGINEER PRODUCTION GRADE A – C REF NO: REFS/021925 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Geometric Design and Technical Support Services
(Re-advertisement, all applicants who previously applied are encouraged to re-apply)

SALARY : R833 499 – R1 254 282 per annum, all-inclusive package. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested only to the shortlisted candidates).

CENTRE : Head Office - Johannesburg
REQUIREMENTS : Engineering Degree [B Eng/ Bsc (Eng)] in Civil Engineering. Registration with ECSA as a professional Engineer with a minimum of 3 years' post qualification engineering experience. Must have a valid driver's license. Knowledge and

Skills: Knowledge in GPG and GPDRT policies and procedures, Relevant legislation and public service Regulation, understanding of expectation of customers, Knowledge of SLAs, Management information knowledge of GPG political and executive structures, Engineering professional Act, Gauteng infrastructure Act 2001, National land Transport Act 2009, Architectural Profession Act and Landscape Architectural Profession Act. Skills in Programme and Project Management, Engineering design and analysis knowledge, Research and development, Computer aided engineering applications, Knowledge of legal compliance, technical report writing, Creating high performance culture, Professional judgement and Networking.

DUTIES : Evaluate and approve geometrics designs. Receive application from the service providers for approval of roads designs, Assess the applications in terms of the Departmental standards, Approve the sign of the roads designs, Drafting of preliminary and detail designs in -house, Receive the request from the public to upgrade intersections on provincial roads, Compile design reports for approval by the DDG: Roads Branch, Implementing the in-house designs (DLTC's, gravel roads to surface roads and intersection upgrades) as requested by the public and the Department, Projects Management (Capital projects), Create tender documents with the scope of works for service providers, Appoint services providers for capital projects, Monitor service providers deliverables as per appointment in terms of completion time and budget.

ENQUIRIES : Mr. E Mashaba Tel No: (011) 355 7340

POST 42/42 : **ENGINEER PRODUCTION GRADE A – C REF NO: REFS/021926 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Design Services (Structures)
(Re-advertisement, all applicants who previously applied are encouraged to re-apply)

SALARY : R833 499 – R1 254 282 per annum, all-inclusive package. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested only to the shortlisted candidates).

CENTRE REQUIREMENTS : Head Office - Johannesburg
: Engineering Degree [B Eng/ Bsc (Eng)] in Civil Engineering. Registration with ECSA as a professional Engineer with a minimum of 3 years' post qualification engineering experience. Must have a valid driver's license. Knowledge and Skills: PG and GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of GPG political and executive structure. Engineering professional Act. Gauteng transport Infrastructure Act 2001. National Land Transport Act. Architectural Profession Act. Landscape Architectural Profession Act. Programme and project management. Engineering design and analysis. research and development. Computer aided engineering application. Knowledge of legal compliance. Technical report writing. Creating High performance culture. Professional judgement. Networking Attributes- Decisive. Responsive. Credible. Flexible/Change oriented. Proactive and resourceful.

DUTIES : Plan for and undertake structural designs for roads, bridges and transport infrastructure. Hydraulic design for bridges and culverts. Prepare tender documentation and manage consulting engineering contracts. Validate compliance with departmental design policies, standards, and procedures. Contribute to the condition assessments for roads and bridges and make recommendations for bridge maintenance and repairs. Lead panel inspections for roads structures (culverts, bridges etc.) and management of these assets. Validate drainage designs by consultants for road construction and road rehabilitation projects. Prepare performance reports and manage risks for structures in road reserves. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the provincial and national infrastructure forums. Mentor Candidate Engineers, Technologists and Technicians employed by the Department. Manage and develop technical staff.

ENQUIRIES : Mr. Mr. E Mashaba Tel No: (011) 355 7340

- POST 42/43** : **ENGINEER PRODUCTION GRADE A – C REF NO: REFS/021924 (X1 POST)**
 Branch: Roads Infrastructure
 Directorate: Construction Capital Projects
 (Re-advertisement, all applicants who previously applied are encouraged to re-apply)
- SALARY** : R833 499 – R1 254 282 per annum, all-inclusive package. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested only to the shortlisted candidates).
- CENTRE REQUIREMENTS** : Johannesburg Head office
 : Engineering Degree (B Eng/ BSC (Eng) in Civil Engineering. Registration with ECSA as a professional Engineer, with a minimum of 3 years' post qualification engineering experience. Must have a valid driver's license. Knowledge and Skills: GPC and GDRT policies and procedures, Relevant legislation and Public Service, Regulations, understanding of customers, Knowledge of GPG political and executive structures, Engineering professional ACT Gauteng infrastructure, Act 2001 National Land Transport ACT 2009, Architectural Profession Act, Landscape Architectural, Profession Act. Programme and project management, Engineering design and analysis knowledge, Research and development, Computer aided engineering applications, Knowledge of legal compliance, technical report writing, Creating high performance culture, Professional judgement Networking. Decisive, Teamwork, Diversity focused, Customer focused, Proactive and resourceful, Flexible/change oriented, Cost conscious, Quality oriented, Responsive, Innovative, Credible, User-friendly telephone voice, Problem solving ability.
- DUTIES** : Render Technical services, Review and approve all new contract document, Ensure standards, specification, strategy on all projects are in line with departmental objectives (including Supply Chain), Ensure proper contract management on all projects (including contract administration and project management), Identify, compile and manage risk on projects in line with risk management best practice and departmental objectives, Ensure proper planning, programming, and budgeting (financial management) on new projects including reporting on current projects in line with legislation, Apply sound construction management principles on all in – house departmental projects to minimize risk, timeous completion, within cost and specification, Ensure proper Integration management with all stakeholders (internal and external). Ensure training and development of technicians, technologist, and candidate engineers to promote skill/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the engineering work and process, Administer performance and development. Manage resources, prepare, and consolidate inputs for facilitation of resource utilization. Ensure adherence to regulations and procedures of procurement and personnel administration, Monitor and control expenditure, Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures, Research/literature studies to improve expertise. Liaise with relevant bodies/councils on engineering- related matters.
- ENQUIRIES** : Ms. V Govinden Tel No: (011) 355 7031
- POST 42/44** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: REFS/021929 (X1 POST)**
 Branch: Transport
 Directorate: Transport Infrastructure Planning
 (Re-advertisement, all applicants who previously applied are encouraged to re-apply)
- SALARY** : R371 253 – R556 08 per annum, (plus benefits). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested only to the shortlisted candidates)
- CENTRE REQUIREMENTS** : Johannesburg
 : National Diploma in Civil Engineering/ Transport Engineering. Compulsory registration with ECSA as an Engineering Technician with 3 years post qualification technical experience. Valid driver's license. Knowledge: Knowledge of Gauteng Infrastructure Act of 2001, SPLUMA, National Land Transport Act of 2009 and other relevant prescripts. Knowledge of geometric design and traffic engineering principles, land-use planning principles, transportation planning processes and the associated legal compliance

requirements. Research and development knowledge. Technical report writing and computer aided design applications. Skills: The analysis of survey drawings and transportation infrastructure design drawings. Data Management: ability to collect, analyse, and manage large transport planning and design datasets related to transportation infrastructure and land-use management. Ability to work effectively in multi-disciplinary teams, and coordinate with various stakeholders, professional consultants (town and regional planners, civil and transportation engineers, land surveyors, environmental planners, etc.), Provincial and National Departments, Planning and Transportation Agencies, all municipalities in the Gauteng Province, the general public. Communication and presentation skills, with the ability to convey complex technical concepts to diverse audiences.

DUTIES

: Assess, evaluate and compile conditions in relation to and protecting the Gauteng Strategic Road Network (GSRN) in terms of Gauteng Transport Infrastructure Act (GTIA), 2001(Act No. 8 of 2001 as amended) and other related legislation and policies. The said development applications from include townships, professional consultants (town and regional planners, civil and transportation engineers, land surveyors, environmental planners, etc.), other Provincial departments and National Departments, agencies, all municipalities in the Gauteng Province and the general public include township establishments, removal of restrictive conditions in title deeds, rezonings, subdivisions, consent uses, consolidations and the evaluation of site development plans for building line encroachment applications. Conduct site investigations to assess the safety of proposed access positions to proposed land use change developments i.e. check for compliance to sight distances requirements required to finalise conditions and comments for land use change and development locations. Render consultation services and attend to enquiries in relation to the land use change and development applications affecting the Gauteng Strategic Road Network (GSRN). These inquiries include walk-ins without appointments, telephonically, email and virtual meetings. Assist in the management and supervision of staff in the sub-directorate, compile individual monthly technical reports and assist the administrative staff especially on the technical aspects of the work. Receive development applications (through the Departmental registry system) and assess if they are affected by the GSRN and the applicable provisions of the GTIA. Allocate development applications to the other technical teams within the Department, i.e. Design Service and Traffic Engineering. Issue written instructions to the administration team within the sub-directorate Development Facilitation to compile official responses, comments and conditions to the land use and development applications. Ensuring adherence to turn around times and quality assurance of written instructions to the administration teams.

ENQUIRIES

: Mr F Masuku Tel No: (011) 355 7195

POST 42/45

: **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: REFS/021928 (X1 POST)**
 Branch: Roads Infrastructure
 Directorate: Capital Projects
 (Re-advertisement, all applicants who previously applied are encouraged to re-apply)

SALARY

: R371 253 – R556 080 per annum, (plus benefits). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested only to the shortlisted candidates).

**CENTRE
REQUIRMENTS**

: Johannesburg Head Office
 : National Diploma in Civil Engineering. Compulsory registration with ECSA as a Professional Engineering Technician with 3 years post qualification technical experience in Roads Designs, Road construction, project management and Valid driver's license. Knowledge: Knowledge in GPG and GPDRT policies and procedures, Relevant legislation and Public service Regulation, Understanding of expectation of customers, Knowledge of SLAs, Management information, knowledge of GPG political and executive structures, Engineering professional Act, Gauteng infrastructure Act 2001, National land Transport Act 2009. Skills: Skills in Programme and Project Management, Engineering, legal, and operational compliance, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing.

- DUTIES** : Assist Engineers, Technologists and associates in field, workshop, and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology; and produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain databases; and supervise and control of technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Ensure that the expenditure is according to budget to ensure efficient cash flow management. Ensure that the development, motivation, and utilization of human resources for the discipline to ensure competent knowledge base. monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Ms. V Govinden Tel No: (011) 355 7031
- POST 42/46** : **CLEANERS REF NO: REFS/021923 (X14 POSTS)**
 Branch: Corporate Services Branch
 Directorate: Auxiliary Service
 (Re-advertisement, all applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE** : R131 265 per annum (Level 02), (plus benefits)
 : Johannesburg (X8 Posts)
 Temba DLTC (X1 Post)
 Tshwane TOLAB (X2 Posts)
 Germiston TOLAB (X1 Post)
 1 Zwartkop 1 Academy; Capital Projects
- REQUIRMENTS** : ABET Level 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 offices, corridors, elevators and boardrooms. Keep the kitchen clean by making sure that the sink has no dishes and utensils. Emptying, washing and cleaning of waste bins. Report broken cleaning machines and equipment's. Replace toilet papers, hand towels and fresheners.
- ENQUIRIES** : Ms. D. Tabane Tel No: (011)355 7400

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

APPLICATIONS : applications to be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered to: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. Applications can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za.

FOR ATTENTION : Ms E Perumal
CLOSING DATE : 29 November 2024. Applications received after this date will not be accepted.
NOTE : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

MANAGEMENT ECHELON

POST 42/47 : **CHIEF DIRECTOR: PUBLIC PARTICIPATION REF NO: 48/2024(PP)**
 Chief Directorate: CDWS and Public Participation

SALARY : R1 436 022 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Governance, Public Management, Public Administration/Communication and Public Relations coupled with 5 years experience at a senior management level within the Public Sector as well as the SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of legislation and policy in fields related to land development and spatial planning; Development Facilitation; Strategic Management; Planning; Team development; Decision making; Problem solving; Analytical thinking; Presentation skills; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.

DUTIES : The successful candidate will be required to manage and co-ordinate community development and enhance governance through Public Participation with the following responsibilities: Manage Public Participation initiatives in municipalities; Manage the establishment and implementation of the CDW programme; Ensure access to government services; Ensure establishment of collaboration with private sector to provide socio-economic benefits to rural communities; Management of Human/Financial Resources and the management of risk.

ENQUIRIES : Mr M Khathide Tel No: (033) 355 6482

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|-----------------------------------|---|---|
| <u>POST 42/48</u> | : | <u>DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: 49/2024 (MID)</u> Chief Directorate: Municipal Infrastructure Directorate: Infrastructure Development |
| <u>SALARY</u> | : | R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services) |
| <u>CENTRE REQUIREMENTS</u> | : | Pietermaritzburg The ideal candidate must be in possession of a Bachelors Degree or NQF level 7 qualification as recognised by SAQA in Civil Engineering coupled 5 years middle management experience in engineering and / or project and construction management as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of the structure and functioning of government; Budget and cash flow management; Project life cycle costing and cash flow management; Infrastructure investment planning; Relevant policies (municipal grants, infrastructure development and public service); Computer literacy (MS Office suite, management information systems project management); Supply chain management; Labour intensive construction methodologies; Financial management; Project management; Analytical and problem solving; Information management and reporting; Presentation; Planning; Leadership; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence. |
| <u>DUTIES</u> | : | The successful candidate will be required to manage and co-ordinate municipal infrastructure development with the following responsibilities: Manage and facilitate municipal infrastructure development programme and project management; Administer sustainable service delivery; Manage infrastructure finance; Manage the development and implementation of policies; Manage the resources of the Directorate. |
| <u>ENQUIRIES</u> | : | Ms CH Jama Tel No: (033) 355 6477 |
| <u>POST 42/49</u> | : | <u>DIRECTOR: INTERNAL CONTROL REF NO: 50/2024 (IC)</u> Office of the HOD Directorate: Internal Control |
| <u>SALARY</u> | : | R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services) |
| <u>CENTRE REQUIREMENTS</u> | : | Pietermaritzburg The ideal candidate must be in possession of an appropriate Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management/Internal Auditing coupled with 5 years middle management experience as well as an SMS Pre-entry (Nyukela) certificate as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge and understanding of policy analysis; Project management; Audit Planning; Risk Management; PFMA and Regulations; Relevant legislation; Awareness and understanding of the Public Service; Planning; Team development; Decision making; Problem solving; Managerial skills; Financial Management; Project Management; Knowledge of Batho Pele Principles; Communication with other Government Organisations and the Private Sector; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence. |
| <u>DUTIES</u> | : | The successful candidate will be required to provide internal audit and risk management services to ensure compliance with policy and prescripts with the following responsibilities: Develop, review and maintain an Internal Control and Risk Management Annual Plan for the Department; Manage the Internal Auditing Service to ensure compliance with the PFMA, policies and prescripts; Manage the Risk Management process for the Department; Manage the fraud prevention strategy of the Department; Manage the resources of the Directorate. |
| <u>ENQUIRIES</u> | : | Dr. H.B Krishnan Tel No: (033) 260 8047 |

- POST 42/50** : **DIRECTOR: STRATEGIC PLANNING REF NO: 51/2024 (MESP)**
 Chief Directorate: Monitoring, Evaluation and Strategic Planning
 Directorate: Strategic Planning
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an appropriate Bachelor's Degree or NQF level 7 qualification in Public Administration, Public Management or Strategic Management as recognised by SAQA, coupled with 5 years' experience at middle management level in a strategic planning/service delivery environment, as well as the SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of relevant legislation; Project management; Awareness and understanding of the cultural climate within the Public Service; Public Service legislation; Strategic Planning and management; Batho Pele principles; Transformation of the Public Service; Project Management; Design of service standards; Leadership; Decision making; Problem solving; Organising ability; Financial management; Communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.
- DUTIES** : The successful candidate will be required to manage the following responsibilities: Manage the departmental strategic planning process; Manage the compilation of Business Units Operational and Business Plans; Manage the Departmental Batho Pele Programme; Provide specialised advice and guidance on Strategic Planning and Batho Pele Programmes to the Department; and manage the resources of the Directorate.
- ENQUIRIES** : Ms N Mshengu Tel No: (033) 260 8011
- POST 42/51** : **DIRECTOR: BUDGET CONTROL AND PLANNING REF NO: 52/2024 (FIN)**
 Chief Directorate: Financial Management
 Directorate: Budget Control and Planning
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an appropriate Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management (majors in Accounting, Economics or Public Finance) coupled with 5 years middle management experience in a financial environment as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge and understanding of Policy analysis; Project management; Treasury Practice Notes; Financial Management System; Performance Budgeting – best practice & guidelines; Public Finance Management – best practices; Recognised Accounting Principles; Government processes; PFMA, Public Service Act and Regulations; Planning; Team development; Decision making; Problem solving; Financial management; Budgeting systems; Analytical skills; Management skills; Functional Ability – Maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure enquiries; Coaching and Developing people – Ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge; Quick thinking – Provide financial information for planning and decision making and recommending courses of action where tight deadlines apply; Written and verbal – management and staff, other departments, public office bearers; Good computer literacy in MS Office and a valid drivers licence.
- DUTIES** : The successful candidate will be required to manage and co-ordinate the budget, financial planning, monitoring and reporting on behalf of the Department with the following responsibilities: Provide budget control services; Provide a financial implementation, monitoring, control and reporting service; Manage financial planning; Manage the development and implementation of policies, procedures and strategies; Manage the effective and efficient utilization of the unit's resources.

ENQUIRIES : Ms GCN Shongwe Tel No: (033) 260 8036

POST 42/52 : **DIRECTOR: INTEGRATED DEVELOPMENT PLANNING (IDP) REF NO: 53/2024 (MSDS)**
 Chief Directorate: Municipal Service Delivery Support
 Directorate: Integrated Development Planning

SALARY : R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelors Degree or NQF level 7 qualification as recognised by SAQA in Town and Regional Planning/Development Planning or Strategic Management coupled with 5 years middle management experience in Local Government/IDP as well as the SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have knowledge of: Planning legislation and policy; Public Service legislation and policy in fields related to municipal planning; Strategic Management; Development Facilitation; Project Management; Planning; Team development; Decision making; Problem solving; Analytical thinking; Excellent written and verbal communication skills; Presentation skills; Application of relevant computer software packages; A valid drivers licence.

DUTIES : The successful candidate will be required to manage and support Municipal Integrated Development processes with the following responsibilities: Facilitate the alignment of IDP's with the PGDS and NDP; Manage the direction of the IDP process at municipal and provincial level; Manage support to municipalities regarding the establishment of IDP structures; Manage municipal strategic planning impact in municipalities; Manage the resources of the Directorate.

ENQUIRIES : Ms B. Ally Tel No: (033) 355 6163

OTHER POSTS

POST 42/53 : **PROJECT MANAGER: INFRASTRUCTURE DEVELOPMENT REF NO: 54/2024 (MID)**
 Chief Directorate: Municipal Infrastructure
 Directorate: Infrastructure Development

SALARY : R1 003 890 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a recognized 4-year degree/BTech/Higher National Diploma in the Civil Engineering coupled with a minimum of 3 years' experience in civil engineering. A valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of the structure and functioning of government, Project life cycle costing and cash flow management, Relevant (municipal grant and infrastructure development) policies, Advanced computer literacy (MS Office suite, management information systems project management), Supply chain management, Labour intensive construction methodologies; Financial management, Analytical and problem solving, Information management and reporting, Communication (verbal and written), Planning, Leadership; Professional, Integrity, Passionate, Innovative, Strategic, Ability to work independently.

DUTIES : The successful candidate will be required to provide engineering services within the Infrastructure Directorate supporting programme and project management with the following responsibilities:- Manage implementation and co-ordination of municipal infrastructure development programmes; Support municipal project management, Infrastructure project business planning, Monitoring and evaluation of infrastructure development projects; Support financial management of infrastructure development programmes; Support reporting on infrastructure development programmes; Manage district capacity building programmes; Manage the resources of the component.

ENQUIRIES : Ms CH Jama Tel No: (033) 355 6477

- POST 42/54** : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE REF NO: 55/2024 (MG)**
Chief Directorate: Municipal Administration and Governance
Directorate: Municipal Governance
- SALARY** : R1 003 890 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor of Laws degree (LLB) NQF level 8 qualification as recognised by SAQA, a certificate in legislative drafting coupled with 3 years middle management experience with relevant local government knowledge post qualification, Admission as an Attorney or Advocate of the High Court and a driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of relevant legislation; the legal framework of Local Government; Awareness and understanding of the municipal environment; Policy analysis; Project management; Research and development of legislation; Practical demonstration of knowledge in Supply Chain Management; Planning; Conflict resolution; Team development; Decision making; Problem solving; Time management; Management of finances; Good communication skills (written and verbal); Communication with other Government Organisations, Private Sector; computer literacy (MS Word, Excel); Valid drivers licence.
- DUTIES** : The successful candidate will be required to support and monitor efficient municipal governance and compliance with the following responsibilities: Assess and monitor the executive authorities of municipalities; Assess the municipal council institutional framework and administer the legislative processes associated therewith; Facilitate the regulating and processing of municipal electoral matters; Support, monitor and guide municipalities with their legislative authority; Drafting of legal documents; Management of resources.
- ENQUIRIES** : Ms NP Ngwenya Tel No: (033) 355 6311
- POST 42/55** : **DEPUTY DIRECTOR PROCUREMENT REF NO: 56/2024 (SCM)**
Chief Directorate: Financial Management
Directorate: Supply Chain Management
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management/ Asset Management/ Supply Chain Management or a related Financial/SCM field coupled with 3 years junior management experience in a supply chain management environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Practical demonstration of knowledge in Supply Chain Management; Sound knowledge of the PFMA, Treasury Regulations, SCM and other prescripts; Knowledge of Broad Based Black Economic Empowerment; Knowledge of Cooperatives/SMME development; Knowledge of private sector supplier trends and commodities; Knowledge of procurement planning and demand management; Knowledge of credit management; Good planning, decision making and problem solving skills; Ability to develop the unite into a team; Numeracy skills, computer literacy (MS Word, Excel); Valid Code 8 drivers licence (must be prepared to drive official vehicles).
- DUTIES** : The successful candidate will be required to provide credit management services with the following responsibilities: Manage demand management services; Manage acquisitions; Manage credit management services; Administer and manage service provider contracts and service level agreements; Ensure the development of related policies and procedures and the implementation thereof; Manage the resources of the sub-directorate.
- ENQUIRIES** : Ms GCN Shongwe Tel No: (033) 260 8036
- POST 42/56** : **DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: 57/2024 (FIN)**
Chief Directorate: Financial Management
Directorate: Budget Control and Planning
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE REQUIREMENTS : Pietermaritzburg
 : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management or a related financial field coupled with 3 years management and administrative experience in a Financial Environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have knowledge of:- Policy analysis; Project management; Practice Notes; Financial Management System; Performance Budgeting – best practice & guidelines; Public Finance Management – best practices; Generally Recognised Accounting Principles (GRAP); Government processes; Financial Planning; Planning; Team development; Decision making; Problem solving; Report writing & general (academic) writing skills; Financial management; Budgeting systems; Analytical skills; Management skills; Functional Ability – Maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure enquiries; Coaching and Developing people – Ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge; Quick thinking – Provide financial information for planning and decision making and recommending courses of action where tight deadlines apply; Good communication (verbal and written); Computer Literacy in Ms Office and a valid drivers licence.

DUTIES : The successful candidate will be required to provide a financial planning, implementation, monitoring, control and reporting service with the following responsibilities: Monitor and evaluate financial performance; Determine framework and guidelines for financial reporting; Compile MTEF standards; Co-ordinate implementation of the PFMA and prescripts; Manage the effective and efficient utilization of human resources.

ENQUIRIES : Ms SZ Khumalo Tel No: (033) 260 8306

POST 42/57 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 58/2024 (MESP)**
 Chief Directorate: Monitoring, Evaluation and Strategic Planning
 Directorate: Strategic Planning

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE REQUIREMENTS : Pietermaritzburg
 : The ideal candidate must be in possession of a National Diploma/NQF Level 6 qualification in Strategic Management, Public Administration or Public Management, coupled with 3 to 5 years' experience at junior management level in the field of Strategic Planning and a valid Drivers Licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have sound knowledge and understanding of: Relevant legislation; Project management; Public Service legislation; Strategic Planning and management; Design of performance indicators; Leadership skills; Decision making skills; Problem solving skills; Organising ability; Financial management skills; Computer literacy; and good communication skills (verbal and written).

DUTIES : The successful candidate will be required to manage the following responsibilities: Facilitate the Departmental Strategic Planning process; Facilitate the compilation of Annual Performance Plans and Business Plans for Departmental Business Units; Align strategic, annual and business plans to national and provincial plans; Develop and implement policies, frameworks, guidelines and toolkits; and Provide administration services.

ENQUIRIES : Ms N Mshengu Tel No: (033) 260 8011

POST 42/58 : **DEPUTY DIRECTOR: PROSECUTIONS REF NO: 59/2024 (MAG)**
 Chief Directorate: Municipal Administration and Governance
 Directorate: Municipal Investigations

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE REQUIREMENTS : Pietermaritzburg
 : The ideal candidate must be in possession of an appropriate Bachelor's degree in law or an equivalent qualification coupled with 3 to 5 years' experience in the prosecution of criminal and civil cases; National Security Clearance and a Valid Drivers Licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Extensive knowledge and understanding of the Criminal Procedure Act, Prevention of Organised Crime Act, Public Service

Act, Law of Evidence, the Municipal Finance Management Act and Local Government Legislation; Interpretation and application of legislation and policy; Decision making and problem solving skills; Give evidence in criminal, civil proceedings or litigation and disciplinary enquiries and Commissions of enquiry; Good communication skills both written and verbal; Computer literacy in MS Office; Communication with other Government Organisations and Private Sector.

DUTIES : The successful candidate will be required to ensure implementation of forensic investigation recommendations within municipalities with the following responsibilities: Facilitate and coordinate criminal prosecutions; Facilitate and coordinate civil recovery processes; Facilitate and coordinate disciplinary matters; Liaise with SAPS, the National Prosecuting Authority and other law enforcement agencies; Analyse trends and develop policies and guidelines; Manage the resources of the sub-directorate.

ENQUIRIES : Ms S Govender Tel No: (031) 204 1768

POST 42/59 : **DEPUTY DIRECTOR: RESEARCHER REF NO: 60/2024 (MESP)**
Chief Directorate: Monitoring, Evaluation and Strategic Planning
Directorate: Policy And Research

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an appropriate National Diploma/Degree or NQF level 6 qualification in Public Administration, Public Management, Social Sciences or Development Studies as recognised by SAQA, coupled with 3 years' experience in the field of Research and Research methodology. Essential Knowledge, Skills and Competencies Required: The successful candidate must have sound knowledge and understanding of: -the Interpretation of relevant legislation; Research Procedures; Awareness and understanding of the cultural climate within the Public Service; Policy development; Research; Planning; Proposal writing; Report writing; Good communication skills (verbal and written); Communication with other Government Organisations, Private Sector and Educational Institutions; Knowledge management, Computer Literacy in MS Office and a valid drivers licence.

DUTIES : The successful candidate will be required to conduct and implement transverse systemic and integrated research and analysis for the Department with the following responsibilities: Coordinate and integrate research activities of the Directorate; Identify areas of research and analysis and develop initial policy position papers; Manage outstanding research matters between the Directorate and all Business Units and Research Institutions; Manage research activities of the Senior Manager; and Manage the production and publication of research results.

ENQUIRIES : Ms N Mshengu Tel No: (033) 260 8011

POST 42/60 : **ASSISTANT DIRECTOR: PUBLIC RELATIONS, MARKETING AND ADVERTISING REF NO: 61/2024 (CC)**
Chief Directorate: Corporate Communication
Directorate: Public Relations, Marketing and Advertising

SALARY : R444 036 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Degree/ 3-year National Diploma in Communication/ Public Relations/ Journalism coupled with 3 years' experience in Communication/Public Relations/Journalism. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge of Public Relations, brand development and media buying; Knowledge of generic management processes; Media monitoring systems; Public Service legislation and Policies; Constitution; Communication Policy; Brand development and management; Media Buying; Photography; Communication campaigns; Events Management; Performance Management; Computer literacy; Photography; Problem solving; Financial Management; Social Media Management; Decision making; Leadership; Strategic communication; Project management; Listening; Time Management; Presentation; good communication skills (Writing, Editing and Verbal).

- DUTIES** : The successful candidate will be required to administer the public relations, marketing and advertising services of the Department with the following responsibilities: Render a communication media buying advertising service; Ensure the provision of advertising material for the Department; Develop the departmental brand and maintain the corporate image and identity; Ensure the positioning and marketing of the departmental brand; Supervise the staff and ensure adequate resources of the Sub Directorate.
- ENQUIRIES** : Ms N Africander Tel No: (033) 897 5741
- POST 42/61** : **SENIOR COMMUNICATIONS OFFICER: VIDEOGRAPHER REF NO: 62 /2024 (CC)**
Chief Directorate: Corporate Services
Directorate: Corporate Communications
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Visual Communication / Videography coupled with 1-3 years' relevant experience in a multi-media environment; A valid Driver's Licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of Video production, editing and video camera operation, Script writing for video, Digital assets management, Video duplication technology, Knowledge of corporate identity, Internal communication, Social Media Management, Public Service legislation and Policies, Communications Policy, Project Management, Video camera technique, Graphic composition, Lighting technique, Video editing and editing, software and hardware, Script writing, Knowledge of Digital Asset Management; Interviewing technique skills, Operating advanced video equipment, Computer literacy Writing, Design and layout, Problem solving, Decision making, Leadership, Project management, Listening, Time Management, Presentation; Meet deadlines and work under pressure, the ability to work in a team, creative ability, proactiveness, ability to communicate with all levels of society, ability to grasp concepts and formulate messages, approachable, able to network, Honest, Creative; Good communication with Internal staff and management, private sector organizations, public, other departments; Good Computer Literacy in Ms Office.
- DUTIES** : The successful candidate will be required to provide high quality videography and edited inserts for the Department with the following responsibilities: - Conduct video prep and production work; Conduct video post-production work; Archiving, logging and supply of footage; Provide proper care of the camera equipment and its accessories to ensure its longevity; Provide general administrative support for the unit.
- ENQUIRIES** : Ms N Africander Tel No: (033) 897 5741
- POST 42/62** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR (X11 POSTS)**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Pietermaritzburg:
Chief Directorate: Municipal Service Delivery Support: Ref No: 63/2024 (PA)
Chief Directorate: Traditional Resource Administration: Ref No: 64/2024 (PA)
Chief Directorate: Municipal Administration and Governance: Ref No: 65/2024 (PA)
Chief Directorate: CDW'S and Public Participation: Ref No: 66/2024 (PA)
Chief Directorate: Capacity Development: Ref No: 67/2024 (PA)
Chief Directorate: Municipal Infrastructure: Reference: 68/2024 (PA)
Chief Directorate: Corporate Services: Ref No: 69/2024 (PA)
Chief Directorate: Municipal Local Economic Development Support: Ref No: 70/2024 (PA)
Chief Directorate: Chief Financial Officer: Ref No: 71/2024 (PA)
Chief Directorate: Monitoring, Evaluation and Strategic Planning: Ref No: 72/2024 (PA)
Director: Office of The Head of Department: Ref No: 73/2024 (PA)
- REQUIREMENTS** : The ideal candidate must be in possession of a Secretarial Diploma or equivalent qualification coupled with 3-5 years experience in rendering a support service to senior management. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Computer software; Office management; Basic knowledge on financial management;

Knowledge of the relevant legislation/policies/prescripts and procedures; Good language skills; Good telephone etiquette; Computer literacy; Sound organisational skills; Good people skills; Ability to do research and analyze documents and situations; Good written and verbal communication skills; Ability to communicate well with people at different levels and from different backgrounds; a valid drivers licence.

- DUTIES** : The successful candidate will be required to render a secretarial support service to the senior manager with the following responsibilities: Provides a secretarial/receptionist support service to the manager; Renders administrative support services; Provides support to the manager regarding meetings; Supports the manager with the administration of the managers budget; Studies the relevant Public Service and Departmental prescripts/policies and other documents and ensures that the application thereof is properly understood.
- ENQUIRIES** : Advocate KI Janse Van Rensburg Tel No: (033) 260 8001

DEPARTMENT OF HEALTH

OTHER POSTS

- POST 42/63** : **HEAD CLINICAL UNIT (ANAESTHESIOLOGY) REF NO: HCU ANAESTH/2/2024**
Department: Anaesthetics
(Re-advertisement, all those that have previously applied are eligible to re-apply)

- SALARY** : Grade 1: R1 976 070 per annum, all-inclusive salary package, (excluding commuted overtime). NB: There is no direct appointment to grade 2.

- CENTRE** : Inkosi Albert Luthuli Hospital
- REQUIREMENTS** : MBChB Degree; FCA (SA) or M.Med in Anaesthesia. Registration with HPCSA as a "Specialist Anaesthesiologist". Plus 5 years' experience as a "Specialist Anaesthesiologist" after registration with HPCSA and 2024 -2025 registration with HPCSA. Recommendation: Experience in managing clinical services in a > 350 bed hospital. Proven track record in providing postgraduate teaching. Other proven managerial experience. Experience in a tertiary environment. Proven ability to provide specialised anaesthesia care in specialised domains or special interest. Track record of academic publications. Knowledge, Skills, Experience and Competencies: Good communication, leadership, decision-making and clinical skills. Sound knowledge of clinical procedures and protocols within the discipline. An in-depth knowledge of the functioning of the Anaesthesia Department. Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. The applicant will be expected to manage anaesthesia in a wide range of areas including areas of their special interest, as well as areas of need. Ability to perform appropriate specialised procedures, such as ultrasound guided regional blocks and vascular access, and trans-oesophageal or transthoracic or echocardiography, and complex airway management including fiberoptic intubations. Preoperative assessment, intra-operative management and postoperative care of patients undergoing anaesthesia. Proven academic capabilities and training experience. Participation in the After Hours call system is essential. Behavioural Attributes: Ability to work within a team, to supervise teams and junior staff, and be supervised. Stress tolerance. Ability to adapt and to respond timeously to changing work environments. Self-confidence. Capacity to build and maintain relationships. Good communication skills. Leadership and decision making skills. Knowledge of conflict resolution and disciplinary procedures. To be a professional and promote professionalism in the field of anaesthesia.

- DUTIES** : Manage the Anaesthetic department of a quaternary hospital in conjunction with the HCU and other HCUs. Participate in the clinical anaesthetic service of a quaternary hospital by: Providing consultant cover in theatre daily. Providing after-hour consultant cover in Anaesthetics. Participating in pre-operative assessment and perioperative care of high-risk patients in the anaesthetic clinic. Undertaking development of sub-specialty services at IALCH. Peri-operative Analgesic Service. Specialised Surgical Services. Participate in outreach programs for the development of safe anaesthetic services in the IALCH catchment area. Participate in the departmental teaching programs for post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for

the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties without lessening one's own responsibility and accountability for actions taken on one's behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department. Maintain self-development and staff development by CPD and CME activities. Co-ordinate participation in Quality Improvement measures by staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programs. Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources. This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Pain Medicine based in IALCH: It is envisaged that these posts will share duties and responsibilities. This will facilitate optimum service provision at IALCH and the relevant drainage area.

- ENQUIRIES** : Dr L Cronje Tel No: (031) 240 1804/5
- 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 to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or email to: applications@ialch.co.za
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 29 November 2024
- POST 42/64** : **MEDICAL OFFICER REF NO: CTK 11/2024**
Branch: Human Resources
Component: TB & ARV Services
- SALARY** : Grade 1: R949 146 - R1 021 911 per annum
Grade 2: R1 082 988 – R1 182 183 per annum
Grade 3: R1 253 415 – R1 561 734 per annum
Other Benefits: 18% Inhospitable Allowance, 13th Cheque, Commuted overtime.
- CENTRE** : Christ The King Hospital

REQUIREMENTS

: **Grade 1:** Senior Certificate / Grade 12. MBChB Degree. Diploma in HIV/ AIDS TB/MDR-TB. Registration as an Independent Medical Practitioner with the Health Professions Council of SA. Registration with HPCSA (2024). 3-5 Years appropriate experience as a Medical Officer after registration as an Independent Medical Practitioner. **Grade 2:** Senior Certificate / Grade 12. MBChB Degree. Diploma in HIV/ AIDS TB/MDR-TB. Registration as an Independent Medical Practitioner with the Health Professions Council of SA. Registration with HPCSA (2024). 5 Years appropriate experience as a Medical Officer after registration as an Independent Medical Practitioner. **Grade 3:** Senior Certificate / Grade 12. MBChB Degree. Diploma in HIV/AIDS TB/MDR-TB. Registration as an Independent Medical Practitioner with the Health Professions Council of SA. Registration with HPCSA (2024). 10 Years appropriate experience as a Medical Officer after registration as an Independent Medical Practitioner. Recommendations: Possession of a diploma in HIV/AIDS/TB/MDR-TB and Previous work experience in the field of HIV/AIDS case management will be an added advantage. Knowledge, Skills, Training and Competences Required: Candidates must be able to perform a detailed clinical assessment of patients with medical surgical and most importantly HIV/AIDS related conditions and complications and provide ongoing care of individual patients. Good knowledge of TB AND MDR-TB case management, development of protocols and strategies for reduction of virological failure within the sub district. Recommendation: Possession of a diploma in HIV/AIDS/TB/MDR-TB and Previous work experience in the field of HIV/AIDS case management will be an added advantage.

DUTIES

: Active participation in ward rounds and care of individual patients. Clinical support and mentorship of patients with junior colleagues in management of HIV/AIDS cases. Participation in the academic programme and development of protocols directed at effectively reducing HIV/AIDS, TB/TB-MDR. Ensure Adherence and attend to virological failure issues within the sub district. Performance of outpatient clinic duties. Clinical support of the clinics and staff in management of related cases. The successful applicant will be required to perform after hours' duties at Christ the king hospital. Candidates are required to participate in outreach activities of the department with regard to PHC. Candidates are expected to perform administrative functions related job described above. Ensure all admissions are clerked and compile discharge summaries. Adhere to departmental treatment guidelines and policies. Provide ongoing care of individual patients. Good knowledge of TB AND MDR-TB case management, development of protocols and strategies for reduction of virological failure within the sub district. Perform a detailed clinical assessment of patients. With medical surgical and most importantly HIV/AIDS related conditions and complications.

**ENQUIRIES
APPLICATIONS**

: Dr. L Ogbeiwi (Acting Medical Manager: CTK Hospital) Tel No: (039) 834 7506
: Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter Hauff Drive, Ixopo, 3276. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." (Njabulo.dlamini2@kznhealth.gov.za) NB: Failure to comply with the above instructions will disqualify applicants.

NOTE

: 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 detailed Curriculum Vitae. Only Shortlisted candidates will be required to submit Certified copies of Identity Document, Senior Certificate and the highest required qualification to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 05/2024. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and

verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. 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** : 02 December 2024
- POST 42/65** : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: ETH DO 7/2024 (X2 POSTS)**
(District Care and Support-Adherence Facilitator)
- SALARY** : R520 560 – R587 508 per annum, (plus benefits). Benefits: 13th Cheque, homeowner's allowance and Medical aid (optional employee must meet prescribed conditions)
- CENTRE** : EThekwini District Office
- REQUIREMENTS** : Senior Certificate/ Grade 12. Diploma/ Degree in Health/ Social Sciences/ General Nursing & Midwifery. A minimum of seven years' appropriate/ recognizable experience as General Nurse. Current registration with SANC in General Nursing and Midwifery. 2024 SANC Receipt. A valid driver's license. Advantage: Computer literacy with a proficiency in MS Office Software applications. Knowledge, Skills Training and Competencies Required: Knowledge of Public health sector experience in adherence to care and treatment and disclosure policies. Knowledge of District Health systems strengthening TB and HIV programmes. Sound knowledge of National DoH Adherence Guidelines and of Integrated Access to Care and Treatment policies and procedures. Knowledge of community structures and local government structures. Computer literacy (MS Office programmes). Project management skills. Excellent communication skills (written and verbal). Coordination and Facilitation skills for coaching, training and development. Good presentation skills. Good interpersonal skills. Analytical skills. Ability to build and maintain relationships with internal and external stakeholders. Ability to work under pressure. Strong client service focus. Ability to manage competing priorities and meet deadlines within tight time frames. Staying up to date with services, policies, and regulations. Excellent record-keeping, analytical skills and report writing skills.
- DUTIES** : Participate in the Development of the District Health Plan, Operational and HAST business plan. Coordinating community mobilization for linkage and retention in care activities. Monitor and support eLABS and Results for action, viral load management. Support the utilisation of the adherence cadres that are already operating and engagement with other Departments and other stakeholders. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients are met and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes. Facilitate that health talks and health education in the facility's waiting room, informing patients of available options for differentiated care are conducted. Ensure that the Adherence club schedule is made available to the facility including venues and dates are shared with decanting Clinicians for cohorting purposes. Ensure continuous utilization of an adherence plan for the individuals and support groups. Support the implementation and functioning of the Literacy classes and adherence clubs. Evaluate the quality of all adherences, care and support services and identifying areas that need improvements. Coordinate implementation of CCMDD programme. Support the implementation and utilisation of SyNCH. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick up Points (Fac PuPs), Adherence Clubs and External Pick-up Points (Ext PuPs). Compile weekly, monthly and Quarterly performance reports.
- ENQUIRIES** : Miss ES Mbambo, Deputy Director Clinical & Programmes EThekwini District Office Tel No: (031) 273 5281, Ext. 5313
- APPLICATIONS** : all applications should be forwarded to: Hand delivery: The HR Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville, Durban, 4000 or Posted: The HR Manager, EThekwini District Office, Private Bag X54318,

Durban, 4000. or emailed to EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za

NOTE : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 29 November 2024

POST 42/66 : **PROFESSIONAL NURSE SPECIALTY (ADVANCE MIDWIFERY) REF NO: INA ADM 02/2024 (X3 POSTS)**

SALARY : Grade 1: R451 533 - R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
Other Benefits: 13th cheque Homeowners allowance (employee must meet prescribed requirements, Medical Aid (Optional) and 8% rural allowance.

CENTRE : KZN Health linanda C CHC

REQUIREMENTS : Grade 12/ Matric or equivalent, Degree/Diploma in general nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. One year post basic qualification in Advanced Midwifery accredited with the SANC. Certificate of service endorsed by your Human Resource Department (only shortlisted candidates). **Grade 1:** Experience: a minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing Plus one year Post Basic Nursing Qualification in Advanced Midwifery. **Grade 2:** Experience: a minimum of 14 years appropriate / recognizable experience in nursing of which at least 10 years must be appropriate recognizable experience after obtaining the one year Post basic qualification in advanced midwifery. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labour Relations Act Batho Pele and patient right Charter. Good insight of procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Computer skills on basic programs.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMMA objectives, ESMOE, KINC, Helping Babies Breathe (HBB) BBI. Identify high risks clients during antenatal and post-natal periods, manage and refer accordingly. Ensure that other antenatal care programs i.e. BANC are implemented to enhance care to all pregnant women. Ensure implementation and integration of HAST programs in O&G departments within the facility. Ensure accurate and proper record keeping for statistical purposes. Ensure

adherence to the principles of infection prevention and control practices in the unit. Assess and identify the relationship between normal and physiological and specific system, alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Able to identify, manage, assist medical officer and refer obstetric emergencies according to protocols and guidelines. Participate in training, monitoring and research with the view to increasing the body of knowledge in the midwifery practice. Assist in planning and coordinating of training and promote learning opportunities for all nursing categories. Ensure compliance to qualify, IPC, Ideal CHC Hospital realization and maintenance (HRM) and norms and standards. Complete patient related data, partake in PPIP and attend peri-natal meetings. Collate and analyze data before submitting to the next level. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in-depth understanding of legislation and related nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members. Monitor and report patient and safety incidence and patient's complaints. Assist in orientation and mentoring of staff.

**ENQUIRIES
APPLICATIONS**

: Ms. NN Nhlapho (AMN) Tel No: (031) 519 0455
 : to be forwarded to or courier: Sindisiwe.gumede@kznhealth.gov.za or The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080 or hand delivered to Human Resource Department, C 135 Umshado Road, Inanda, 4309.

NOTE

: Directions to candidates: The following documents must be submitted, Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za, Updated comprehensive Curriculum Vitae stating any experience relevant to the Position. Certified copies of highest educational qualifications and other relevant documents will only be requested from the shortlisted candidates. Z 83 form must be completed in full manner that allows a selection committee to assess the quality of candidate based on the information provided on the form. Persons in possession of the foreign qualification will be required to bring an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. The Post Reference Number must be indicated in the column provided on the form Z83 e.g. INA ADM 02/2024. NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply also African males are encouraged to apply. This department is an equal opportunity, affirmative action employer whose aim is to promote represent in all categories in the department. The appointment is subject to the positive outcome obtained from the following checks, (Security checks, Credits records, qualification, citizenship and previous experience verifications). Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. African males are encouraged to apply.

CLOSING DATE

: 29 November 2024. Applications must be submitted on or before the closing date.

POST 42/67

: **PROFESSIONAL NURSE SPECIALTY (CRITICAL CARE/TRAUMA NURSING SCIENCE) - (GRADE 1, 2) REF NO: INA TRA 04/2024 (X1 POST)**

SALARY

: Grade 1: R451 533 - R530 376 per annum
 Grade 2: R553 545 - R686 211 per annum
 Benefits: 13th Cheque, homeowner allowance, and Medical aid optional and 8%rural allowance. (Employee must meet prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: KZN Health Inanda C CHC
 : Senior /Matric Certificate or equivalent. Degree/Diploma in general nursing registered with SANC. One Year Post Basic Qualification degree/Diploma in Critical CARE/ Trauma Nursing Science, registered with SANC. Current South African Nursing Council receipt-license to practice (2024). Previous work experience/certificate of service endorsed by your Human Resource Department Experience Required: **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with a Post Basic in Critical Care/Trauma Nursing Science. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as

Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Critical Care/Trauma Nursing after obtaining the One (1) year Post Basic Qualification in Critical Care /Trauma Nursing Science. Recommendation: Diploma or Degree in Midwifery with SANC. Knowledge, Skills and Competencies and Training Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labour Relations Act Batho Pele and patient right Charter. Strong interpersonal, communication and presentation skills. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters ad to comply with time frames High level of accuracy.

DUTIES : Provide holistic specialized quality nursing care as directed by the professional scope of practice ad standards are 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. Display a concern for patience, 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 staff development using EPMDS System and other work related programmes and training. Support and mentor student Nurses. Ensure compliance to qualify, IPC, Ideal CHC, Hospital realization OHSC and maintenance (HRM) and norms standard. 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.

ENQUIRIES : Mrs. TC Mbatha (AMN) Tel No: (031) 519 0455
APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080 or email to Sindisiwe.gumede@kznhealth.gov.za

NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA TRA 04/2024. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Note: Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.

CLOSING DATE : 29 November 2024

POST 42/68 : **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: INA CNP 03/2024 (X2 POSTS)**

SALARY : Grade 1: R451 533 - R530 376 per annum
 Grade 2: R553 545 - R686 211 per annum
 Benefits: 13th Cheque, homeowner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE : KZN Health Qadi Clinic
REQUIREMENTS : Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health

Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.

DUTIES : Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDs in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.

ENQUIRIES : Mrs. TC Mbatha (AMN) Tel No: (031) 519 0455
APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080 or email to Sindisiwe.gumede@kznhealth.gov.za

NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 03/2024. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment is subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Note: Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.

CLOSING DATE : 29 November 2024

POST 42/69 : **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: QADI CNP 01/2024 (X1 POST)**

SALARY : Grade 1: R451 533 - R530 376 per annum
 Grade 2: R553 545 - R686 211 per annum

- Benefits: 13th Cheque, homeowner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE REQUIREMENTS** :
- : KZN Health Qadi Clinic
 - : Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.
- DUTIES** :
- : Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.
- ENQUIRIES APPLICATIONS** :
- : Ms. SL Cele (OM) Tel No: (031) 519 0455
 - : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080 or email to Sindisiwe.gumede@kznhealth.gov.za
- NOTE** :
- : Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Note: Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.
- CLOSING DATE** :
- : 29 November 2024

POST 42/70 : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: UMZ 07/2024 (X3 POSTS)**

SALARY : R307 473 per annum. Other Benefits:13th Cheque, Homeowner Allowance (conditions apply), Medical Aid (Optional), Danger Allowance, 12% Rural Allowance

CENTRE : Umzimkhulu Psychiatric Hospital

REQUIREMENTS : Senior Certificate/Matric or equivalent qualification. Basic R425 qualification (i.e. Degree/Diploma in General Nursing and Midwifery) that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with South African Nursing Council (2024). Recommendation: Basic Diploma in Psychiatric Nursing Sciences. Knowledge, Skills, Training and Competencies Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices such as, Nursing Act, Mental Health Act, Health Act, Occupational Health and Safety Act, etc. and how this impacts on service delivery. Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Report writing skills. Demonstrate good communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Plan and organize own work and that of support personnel to ensure proper nursing care. Computer Literacy.

DUTIES : Provide direction and supervision for the implementation of nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in implementation of the National Core Standards and Six Priorities of the Department. Maintain accurate and complete patient records according to legal requirements. Maintain professional growth/ethical standards and self-development. Ensure the provision of accurate statistical information for data management. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Prevention and Control standards, Occupational Health and Safety Act and prevention of medical/legal risks. Exercise control over discipline, grievance and labour relations issues. 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. 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 shifts as per allocation; includes night shift, weekends and public holidays.

ENQUIRIES : Ms. P.N Mbelu Tel No: (039) 259 0310

APPLICATIONS : 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.

FOR ATTENTION : Mr. E.N. Bangani

NOTE : 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

:

13 December 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**



- APPLICATIONS** : Applications should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane. Applications should be submitted on the following website: <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 29 November 2024, (Applications received after the closing date and faxed copies 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 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. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ [www.edu.gov.za /](http://www.edu.gov.za/) www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

OTHER POSTS

- POST 42/71** : **SENIOR STATE ACCOUNTANT REF NO: LDOE 01/10/2024**
- SALARY** : R376 413 per annum
- CENTRE** : Capricorn North
- REQUIREMENTS** : NQF level 6 Qualification / A National Diploma or Degree (NQF 6) Financial Management as recognized by South African Qualification Authority (SAQA). Post Graduate degree in Financial related qualification would be considered an added advantage. A minimum of 03-05 years of relevant administrative experience in Financial Management. A valid driver's licence except for people with disabilities. Knowledge, Competencies & Skills Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. An understanding of Public Finance Management Act (PFMA), Treasury Regulations, guidelines and directives, Reconciliation processes. Operational knowledge of BAS Certificate and FINEST system for Financial Management Understanding of Government financial delegations, Management of government departments standard chart of accounts, Government Budget

systems, principles and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL System. Computer Literacy (MS Office Packages) with excel at an advanced level.

DUTIES : Provide logistics and disposal management services, Manage Asset Control capturing of requisitions, Control orders, Control received an issued items, Control distribution of goods to school and circuit, Control bar cording to state equipment's / assets, Control verification of stores items, Control bookings for catering and accommodation.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/72 : **SENIOR PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: LDOE 02/10/2024**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
 : Mopani West
 : NQF level 6 Qualification or Degree in Human Resource Management / Public Management Administration as recognized by SAQA. A post graduate qualification in Human Resource Management / Public Management will serve as an added advantage. A minimum of 03 - 05 years' relevant experience in the Human Resource Management environment. Certificate for Introductory PERSAL is compulsory. A valid driver's licence except for people with disabilities. Knowledge, Competencies & Skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Understanding of the Public Service Regulations, Constitution of RSA, Act 108 of 1996, Public Service Act, EEA, Employment Equity Act, Employment Educators Act Report writing, Communication skills. Computer literacy skills. Knowledge of PERSAL system.

DUTIES : Ensure correct implementation of Service Terminations on PERSAL Provide administration of conditions of service and employee benefits, Ensure provision of all personnel administration service on PERSAL for SMS and MMS member ,Facilitate the processing of applications for Housing Allowances and Resettlement and Relocation Benefits, Process long service awards, Process service benefits relating to OSD and Resolution 3 of 2009 ,Compile memorandum for relevant service terminations, Write letters for retiring employees, Ensure that PILIR register is submitted prior to the processing of termination, Request tax directives from SARS, Verify liabilities, Verify Audited leave files, Verify Calculations of Leave Gratuity, Approved captured Gratuity on PERSAL, Monitor the enrolment of payment on pension case management. Implementation of service benefits: Ensure correct implementation of the leave administration: Approved captured application for leave of absence on PERSAL, prepare leave reconciliation report, Address leave discrepancies with line management, Conduct awareness's on leave administration. Provide administration of PILIR process Supervise human resources/staff.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/73 : **SENIOR LABOUR RELATIONS PRACTITIONER**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
 : Sekhukhune East Ref No: LDOE 03/10/2024
 : Vhembe West Ref No: LDOE 04/10/2024
 : NQF level 6 Qualification / National Diploma/Degree in Labour Relations/ Labour Law or Human Resource Management or equivalent qualification as recognised by South African Qualification Authority (SAQA). A post graduate qualification in Labour Relation will serve as an added advantage A minimum of 03 - 05 years' relevant experience in Labour Relations environment. A valid driver's licence except for people with disabilities. Knowledge Competencies, Abilities & Skills: Problem Solving and analysis, Programme & Project Management. Change Management., Financial Management. Client orientation & Customer focus. Communication. Understanding of Public Service Regulations Act, Labour Relations Act, Constitution of RSA, Act 108 of 1996, Public Service Act, Employment Equity Act, Employment Educators Act

and a myriad of other relevant human resource legislative imperatives. Knowledge and understanding of bargaining process, grievance and dispute resolution. Must have excellent presentation skills, Ability to communicate well with people at different levels and from diversified backgrounds. Computer literacy (Microsoft Office Suite, MS Word, MS Excel, MS PowerPoint). The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Excellent report writing skills. Ability to work under pressure and to take initiative. Ability to work independently and in a team.

DUTIES

: Ensure promotion of sound Labour Relation in the District, Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. Formulate charges and serve a notice of the disciplinary hearing. Represent the Department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the Department. Compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the Department. Produce monthly reports and analyse the reports to establish trends and develop interventions where require, Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof, as well as suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff on labour related matters. Attend to audit queries including the implementation of recommendations thereof. Advice management, employees on labour relations practices, procedures, guidelines and policies, etc. Support Human Resource Management in achieving the strategic objectives of the Department on labour relations management. Be willing to undergo continuous training and development. Attend and run meetings.

ENQUIRIES

: Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/74

: **SENIOR STATE ACCOUNTANT, SALARIES REF NO: LDOE 05/10/2024**

SALARY

: R376 413 per annum

CENTRE

: Sekhukhune East

REQUIREMENTS

: NQF level 6 Qualification / National Diploma or Bachelor's degree (NQF 6) in Financial Accounting or Commerce / Accounting / Auditing any relevant related qualification as recognized by SAQA. Post Graduate qualification in Financial Accounting or relevant related qualification would be considered an added advantage. A minimum of 03 - 05 years' relevant administrative experience in the Salaries Administration environment. BAS Certificate. A valid driver's licence except for people with disabilities. Knowledge, Competencies, Abilities & Skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Understanding of the Public Finance Management Act, Treasury regulations, Expenditure Management, BAS and other prevailing policies and resolutions, procedures and prescripts, Knowledge of PERSAL, Computer Literacy (MS Office Packages) with excel at an advanced level, Interpersonal skills, Presentation skills, Service delivery innovation and Policy implementation.

DUTIES

: Administer payroll. Collection, reconciling of payroll reports. Distribution of payroll to various directorates and regional offices. Coordination of salary advice and ensure that payroll reports are returned timeously within the allocated time frame. Compile reports on certified payroll runs, clearing of payroll suspense account and attend to comments made on the payroll reports. Maintain filing storage of payroll reports and handle queries related payroll administer Tax. Reconcile tax monthly and ensure that all amount owed to SARS are paid before month end. Ensure EMP201 and 501 are reconciled and

submitted timeously to avoid penalties. Request tax directives. Administer salary transaction. Implement deductions and process salary allowances. Preparing of recall and reversal for official not terminated timeously on PERSAL as per employee request such as tax method, bonus date, banking details. Compiling the last pay certificate for transfers. Management of debt route form to other sections. Provide reports and inputs for Financial Statements. Monitor, investigate and clear salary administration suspense account. Assist in clearing audit queries.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/75 : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT**

SALARY : R376 413 per annum
CENTRE : Waterberg Ref No: LDOE 06/10/2024
 Sekhukhune East Ref No: LDOE 07/10/2024

REQUIREMENTS : NQF level 6 Qualification / National Diploma or bachelor's degree in commerce / accounting / Auditing and Financial Management or relevant qualification as recognised by SAQA. A post graduate qualification in Commerce / Accounting / Auditing and Financial Management will serve as an added advantage. A minimum of 03 - 05 years' relevant experience in Accounting or Auditing environment. A valid driver's licence except for people with disabilities. Knowledge, Competencies, Abilities and Skills Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Understanding of the Public Finance Management Act, Supply Chain Management, Treasury regulations, Expenditure Management, etc. Communication (written and verbal), Computer Literacy (MS Office Packages) with excel at advanced level Interpersonal skills, Presentation skills, Service delivery innovation and Policy implementation.

DUTIES : Assist in providing budgetary and expenditure control services. Prepare related documentation for the division. Ensure compliance with prescripts. Control, manage and execute the timely payment of all invoices within the Division. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/76 : **SENIOR STATE ACCOUNTANT, BUDGET & EXPENDITURE REF NO: LDOE 08/10/2024**

SALARY : R376 413 per annum
CENTRE : Waterberg

REQUIREMENTS : NQF level 6 Qualification / National Diploma (NQF Level 6) or B. Degree (NQF Level 7) as recognized by SAQA) in BCom Finance / BCom Accounting /BCompt / Cost and Management Accounting / Internal Auditing /Taxation /Financial Management with Accounting or relevant qualification as recognised by SAQA. A post graduate qualification in Commerce / Accounting / Auditing and Financial Management will serve as an added advantage. BA minimum of 03 - 05 years' relevant experience in the Finance environment. BAS Certificate. Certificate for Introductory PERSAL.A valid driver's licence except for people with disabilities Competencies, Knowledge & Skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Knowledge of Public Finance Management, Public Service Legislation, Regulations and Policies. Provincial Treasury Directives, Basic Accounting Systems (BAS)/Principle, Basic accounting system and PERSAL and Public Service Act of 1994.Good communication skills (verbal and written). Computer literacy. Customer and Quality Management. Problem Solving and interpersonal relations. Be able to work in a team.

DUTIES : Coordinate the reconciliation of accounts. Ensure reconciliation of payment on a monthly basis. Ensure that statements are received to check paid and unpaid accounts. To keep track of outstanding accounts. Ensure reporting for expenditure is done. To ensure that all invoices are paid up timely. Consolidate report for fruitless expenditure. Consolidate register for all outstanding

payments. Scrutinize payments, ensure they are signed by all relevant signatories and banking details are corresponding to service providers. Ensure that claims are correct. Coordinate payment of creditors. Receive invoices with orders from Supply Chain/Logistics, compile, check and verify the vouchers and submit for approval. Capture, pre-authorize and final authorize payments on Logis considering the segregation of duties. Update invoice tracking register after every run. Produce BAS/Logis reports and analyses payment information. Print payment stubs from BAS. Monitor the scanning and submission of payment vouchers to and ensuring proper safe keeping of the payment records thereof. Verify correctness of supporting document before approving any payments. Coordinate the payment of Salaries related claims. Capture, approve and authorize all employee related claims, on Persal considering the segregation of duties. Perform reconciliation of salary accounts, follow up on outstanding transaction and those on suspense file. Reporting on employee related accruals and payables quarterly. Provide responses/information on employee debts of the department and on salary overpayment when required. Supervision of the allocated resources of the Sub-directorate and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Consolidate and check budget planning, monitoring and reporting, check and verify strategic budget documents required for the strategic and annual performance planning processes, Check and verify the relevant financial information required in the evaluation and development of business and project plans, Consolidate the supporting information for various financial planning processes. Supervise the budget preparation process: - consolidate budget information for the completion of the Medium-Term Expenditure Framework (MTEF), Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure; Prepare, consult and implement the adjustment estimate process; Monitor the recording of adjustment on the accounting system and review the record of supporting documentation. Capture adjustment on the accounting system; Assess where rollovers are required by reviewing expenditure against budget. Assess whether the approved rollovers are updated on the accounting system. Coordinate the standardized management accounting reporting activities: -check and monitor the capturing of management accounting information on the monthly reporting templates, consolidate, check, and verify the information in the in-year monitoring management reports for the department, collate financial and non-financial performance information to be included in the annual report. collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting. Attend to audit queries. Gather and submit information requested by auditors within required time.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/77 : **SENIOR PERSONNEL PRACTITIONER, ESTABLISHMENT CONTROL REF NO: LDOE 09/10/2024**

SALARY : R376 413 per annum
CENTRE : Vhembe West
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Human Resource Management/ Public Administration or relevant qualification as recognised by SAQA. Certificate for Introductory PERSAL is compulsory. A post graduate qualification in Human Resource Management/ Public Administration/ Public Management will be an added advantage. A minimum of 03 - 05 years' relevant experience within the related field. Valid South African driver's license (with exception of person with disabilities). Competencies, Knowledge & Skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), PSCBC Resolutions, Labour Relations Act HR Policy and Procedures, Employment of Educators Act (EEA), Personnel administrative Measures (PAM), PFMA and PERSAL system. Strong organizational and leadership skills. Ability to work under pressure and within

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| | | deadlines. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook). |
| <u>DUTIES</u> | : | Compile and update Establishment for schools and circuits that fall within the district. Updating the Establishment structure of the district. Placing personnel according to the correct components and pay point. Create, abolish, amend, reserve and freeze posts on PERSAL Management of matrix. Provide monthly reports. Do audit on establishment matters. Provide PERSAL information, System Administration. Attend to AG enquiries on system matters. |
| <u>ENQUIRIES</u> | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921. |
| <u>POST 42/78</u> | : | <u>SENIOR PERSONNEL PRACTITIONER, HR PROVISIONING REF NO: LDOE 10/10/2024</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Head Office, Polokwane |
| <u>REQUIREMENTS</u> | : | NQF level 6 Qualification / A National Diploma/degree in Human Resource Management or Public Administration/ Public Management or relevant qualification as recognised by SAQA. A post graduate qualification in Human Resource Management/ Public Administration/ Public Management will be an added advantage. Minimum of 03 - 05 years' relevant experience HRM environment. Certificate for Introductory PERSAL is compulsory. A valid driver's licence except for people with disabilities. Competencies, Knowledge & Skills Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Knowledge and understanding of enabling legislation (BCEA, EEA, PSA, PSR, CORE, PFMA, etc). Ability to perform in a pressure driven environment. Proven strong and verbal written communication skills. Sound analytical, statistical, and problem - solving skills. Knowledge of PERSAL. |
| <u>DUTIES</u> | : | Facilitate and implement recruitment and selection processes. Prepare and submit vacancy and employment statistics reports to the Head of Human Resources. Ensure effective implementation and compliance with relevant legislative framework and policies. Provide support on recruitment and selection processes. Conduct all recruitment verification processes, security checks and reference checks. Monitor arrangement of logistics for the recruitment process. Facilitate Creation of Post, Ensure accurate appointments on PERSAL system. Facilitate the appointment of selection committees. Coordinate the recruitment and selection reports. Facilitate appointments, transfers and promotions, acting appointments, secondments within the district. Conduct verification on PERSAL Establishment and against the warm bodies/head count (conducting PERSAL Establishment audits). Responsible for ensuring availability of Job Descriptions, Ensure effective and efficient supervision of staff (in service trainees, interns and employed personnel, Ensure proper safe keeping of HR documents, promote confidentiality with the HR environment and work well under pressure and work independently. |
| <u>ENQUIRIES</u> | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921. |
| <u>POST 42/79</u> | : | <u>SENIOR PERSONNEL PRACTITIONER, PMDS REF NO: LDOE 11/10/2024</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Head Office, Polokwane |
| <u>REQUIREMENTS</u> | : | NQF level 6 Qualifications in Human Resource Management/ Public Administration / Public Management or relevant qualification as recognised by SAQA. A post graduate qualification in Human Resource Management/ Public Administration/ Public Management will be an added advantage. A minimum of 03 – 05 years' relevant experience in a Performance Management environment. Certificate for Introductory PERSAL is compulsory. A valid driver's licence except for people with disabilities. Competencies, Knowledge & Skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Understanding of Basic Conditions of Employment Act (BCEA), Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA) and Performance Management Development |

- System (PMDS). Good presentation skills. Time Management. Computer Literacy (ie. MS Word, Excel and/or PowerPoint).
- DUTIES** : Provide administrative support and ensure correct implementation of the performance management and Development System (PMDS) within the Fund. Provide support to the Fund's performance management structures. Administer and Maintain PMDS database. Provide Performance Management and Development System advice and guidance. Supervise resources (human, finance, equipment/ assets).
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 42/80** : **SENIOR ADMIN OFFICER, DEMAND MANAGEMENT REF NO: LDOE 12/10/2024**
- SALARY** : R376 413 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : NQF level 6 Qualification in Supply Chain Management/ Logistic Management/ Public Management /BCom Finance / BCom Accounting /BCompt / Cost and Management Accounting / Internal Auditing /Taxation /Financial Management or any other finance related qualification as recognised by SAQA. A minimum of 03 – 05 years' relevant experience in a Demand Management environment. A valid driver's licence except for people with disabilities. Competencies, Knowledge & Skills Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. communication. Understanding of Public Finance Management Act (PFMA), Electronic Operation System, Public Service Act (PSA), National Treasury Regulations, Supply Chain Management Systems and Processes, Broad Bases Black Economic Empowerment (BBEE), Preferential Procurement Policy Framework Act (PPPFA). Computer Literacy. Report Writing. Time management.
- DUTIES** : Establish and ensure that a needs analysis is conducted. Facilitate the quotation process. Compile and maintain supplier's database. Conduct the evaluation and compliance thereafter of vendor's/ suppliers performance. Supervise resources (Human, Financial, Equipment) in the unit.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 42/81** : **SENIOR STATE ACCOUNTANT REF NO: LDOE 13/10/2024**
- SALARY** : R376 413 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : NQF level 6 Qualifications in Supply Chain Management/ Logistic Management/ Public Management /BCom Finance / BCom Accounting /BCompt / Cost and Management Accounting / Internal Auditing /Taxation /Financial Management or any other finance related qualification as recognised by SAQA. A minimum of 03 – 05 years functional experience in a finance environment. Certificate for Introductory PERSAL is compulsory. BAS Certificate A valid driver's licence except for people with disability Competencies, Knowledge & Skills Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. communication. Understanding of Public Finance Management Act (PFMA), Electronic Operation System, Public Service Act (PSA), National Treasury Regulations, Supply Chain Management Systems and Processes, Broad Bases Black Economic Empowerment (BBEE), Preferential Procurement Policy Framework Act (PPPFA). Computer Literacy. Report Writing.
- DUTIES** : Provide support for all subsidised school for the utilisation of fund ,Verify if the school spend as departmental prescripts, Verify if the funds are utilised for curriculum purpose ,Ensure that school financial books and finance policy are in place ,Allocation of fund according to schools' ranking Ensure and confirm school is allocated per quantities per school .Ensure and confirm allocation according to the rankings .Check and verify the curriculum of payment advice as per allocation to be transferred to school Monitor and reporting on school budgets. Ensure compliance per school according to the PFMA. Evaluate and analyses of annual financial statements. Ensure that financial annual

statements are qualified auditors. Ensure that the annual financial statement is signed and stamped.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/82 : **SENIOR STATE ACCOUNTANT, BUDGET REF NO: LDOE 14/10/2024**

SALARY : R376 413 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : (NQF Level 7) as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing /Financial Management with Accounting as recognised by SAQA. A post graduate qualification in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing /Financial Management will be an added advantage. A minimum of 03 – 05 years' relevant experience in the Finance environment. Certificate for Introductory PERSAL is compulsory. A valid driver's license with the exception of people with disabilities Competencies, Knowledge & Skills Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Knowledge of Public Finance Management, Public Service Legislation, Regulations and Policies. Provincial Treasury Directives, Basic Accounting Systems (BAS)/Principle, Treasury Regulations, guidelines and directives, Reconciliation processes, Government financial delegations, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL. Public Service Act of 1994. Management of government departments standard chart of accounts, Government Budget systems, principles and procedures. Good communication skills (verbal and written). Computer literate. Be able to work in a team.

DUTIES : Consolidate and check budget planning, monitoring and reporting, check and verify strategic budget documents required for the strategic and annual performance planning processes Check and verify the relevant financial information required in the evaluation and development of business and project plans. Consolidate the supporting information for various financial planning processes. Supervise the budget preparation process: Consolidate budget information for the completion of the Medium-Term Expenditure Framework (MTEF) Adjusted Estimates of National/Provincial Expenditure (AENE) and Estimates of National/Provincial Expenditure (ENE) in compliance with National Treasury guidelines. Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure. Prepare, consult and implement the adjustment estimate process. Monitor the recording of adjustment on the accounting system and review the record of supporting documentation. Capture adjustment on the accounting system. Assess where rollovers are required by reviewing expenditure against budget. Assess whether the approved rollovers are updated on the accounting system. Coordinate the standardized management accounting reporting activities. Check and monitor the capturing of management accounting information on the monthly reporting templates. Consolidate, check, and verify the information in the in-year monitoring management reports for the department. Collate financial and non-financial performance information to be included in the annual report. Collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting. Prepare presentations for meetings with internal governance structure and oversight bodies. Attend to audit 19 queries. Gather and submit information requested by auditors within required time.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/83 : **LURITS OFFICER REF NO: LDOE 15/10/2024**

SALARY : R376 413 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : B Degree (NQF Level 7) in Information Technology / Information System / Computer Science or equivalent qualification at NQF Level 6 coupled with a

minimum of 03 – 05 years functional experience in an Information Technology environment. A valid driver's licence except for people with disabilities. Competencies, Knowledge & Skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Knowledge of Public Finance Management Act, South African Schools Act of 1996, Education information Policy 2004, PFMA, National and Provincial Practice Notes and Public Service Act. Promotion of access to information act 2 of 2000, Protection of personal information act of 2013. Highly developed databased management skills & can demonstrate proficiency in Microsoft Access; Microsoft SQL Server, programming and other Microsoft Office Suite of products. Mathematics / Statistics as a subject at tertiary level is strongly recommended.

DUTIES : Implement the provision of the Education Information Policy, Implement data Quality Audits, Implement policy on data management, Prepare statistical reports Maintain the business intelligence tool Manage the learner unit record information and tracking system. Carry out and perform other tasks allocated by management. Integration of the business intelligence and ArcGIS Suite. Implement the provision of the Education information and spatial data policies.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/84 : **LABOUR RELATIONS PRACTITIONER**

SALARY : R308 154 per annum
CENTRE : Mopane West Ref No: LDOE 16/10/2024
 Sekhukhune East Ref No: LDOE 17/10/2024

REQUIREMENTS : NQF level 6 Qualifications in Labour Relations/Labour Law or equivalent qualification as recognized by SAQA. A post graduate qualification in Labour Relations / Labour Law Management will be an added advantage. A minimum of 03 – 05 years functional experience in a Labour Relations environment. A valid driver's licence except for people with disabilities. Competencies, Knowledge & Skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Excellent presentation skills, ability to communicate well with people at different levels and from diverse backgrounds. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint). The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Excellent report writing skills. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives.

DUTIES : Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. Represent the Department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the Department. Compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the Department Produce monthly reports and analyse the reports to establish trends and develop interventions where required. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof, as well as suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff on labour related matters. Attend to audit queries including the implementation of recommendations thereof. Advice management, employees on labour relations practices, procedures, guidelines and policies, etc. support

the Human Resource Manager in achieving the strategic objectives of the Department on labour relations management. Be willing to undergo continuous training and development.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/85 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: LDOE 18/10/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum
Vhembe West
NQF level 6 Qualifications / National Diploma NQF Level 6 in HRM/ Public Administration/ Public Management as recognised by SAQA. A post graduate qualification in in HRM/ Public Administration/ Public Management will be an added advantage. A minimum of 03 - 05 years' relevant experience in the HRM environment. Certificate for Introductory PERSAL is compulsory. A valid driver's licence except for people with disabilities. Competencies, Knowledge & Skills Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. In depth knowledge and understanding of Conditions of Services environment. Knowledge of PERSAL System. Knowledge of Pension Case Management System. Government Policies and Planning Systems. Presentation. Communication. Computer Literacy.

DUTIES : Implementation of Service Terminations: Compile memorandum for relevant service terminations, write letters for retiring employees, Request tax directives from SARS, Verify liabilities, Audited leave files, Calculations of Leave Gratuity, Captured Gratification on PERSAL, Enrolment of payment on pension case management. Implementation of service benefits: Processing of applications for Housing Allowances and Homeowners Allowances, Processing claims on Resettlement and Relocation Benefits, Process long service awards, Process service benefits relating to OSD and Resolution 3 of 2009, Implementation of the leave administration: Captured application for leave of absence on PERSAL, Prepare leave reconciliation report, Address leave discrepancies with line management ,Conduct awareness's on leave administration. Process Temporary Incapacity Leave (Short, Long Period & Ill health): Process application forms for temporary incapacity leave, Draw memorandum for temporary incapacity leave, Write letters for temporary incapacity leave, Coordinate Temporary Incapacity Leave applications before submission to Health Risk Manager, Monitor the finalization of incapacity leave applications. Supervise human resources/staff.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/86 : **PRINCIPAL PERSONNEL HR PROVISIONING REF NO: LDOE 19/10/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum
Vhembe West
NQF level 6 Qualifications / National Diploma NQF Level 6 in Human Resource Management/Public Administration/Management as recognised by SAQA A post graduate qualification in in HRM/ Public Administration/ Public Management. A minimum of 03 - 05 years' relevant experience in the HRM environment. Certificate for Introductory PERSAL is compulsory. A valid driver's licence except for people with disabilities. Competencies, Knowledge & Skills Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Knowledge of Public Service Regulations/Act, Collective agreements, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Public Finance Management Act and all other relevant legislations, policies and procedures regulating Human Resources in the Public Service/Sector. Good Interpersonal skills, sound planning & organizing skills, communication skills (verbal and written), presentation skills, conflict management and problem-solving skills. Administrative, analytical and organizational skills. Supervisory skills. Computer literacy. Ability to work independently, under pressure and long hours.

- DUTIES** : Co-ordinate the process of recruitment and selection. Coordinate the Shortlisting and interview process, Conduct all recruitment verification processes, security checks and reference checks. Arrange logistics for the recruitment process. Assist with Creation of Post, Ensure accurate appointments on PERSAL system. Monitor the application system (e-recruitment) and draw the master list from e-recruitment. Facilitate the appointment of selection committees. Coordinate the recruitment and selection reports. Facilitate appointments, transfers and promotions, acting appointments, secondments within the district. Conduct verification on PERSAL Establishment and against the warm bodies/head count (conducting PERSAL Establishment audits). Responsible for ensuring availability of Job Descriptions, ensure effective and efficient supervision of staff (in service trainees, interns and employed personnel, Ensure adherence and compliance on departmental HR policies and implement the audit interventions. Ensure proper safe keeping of HR documents, promote confidentiality with the HR environment and work well under pressure and work independently.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 42/87** : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: LDOE 20/10/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
: Waterberg
: NQF level 6 Qualification /National Diploma NQF Level 6 in HRM/ Public Administration/ Public Management as recognised by SAQA.A post graduate qualification in in HRM/ Public Administration/ Public Management. A minimum of 03 - 05 years' relevant experience in the HRM environment. Certificate for Introductory PERSAL is compulsory. A valid driver's licence except for people with disability Competencies, Abilities and Skills Problem Solving and analysis. Programme & Project Management. Change Management. Client orientation & Customer focus. Communication. In depth knowledge and understanding of Conditions of Services environment. Knowledge of PERSAL System. Knowledge of Pension Case Management System. Government Policies and Planning Systems. Presentation. Communication. Self-management. Problem analysis. Computer Literacy.
- DUTIES** : Implementation of service terminations. Write letters for retiring employees. Request tax directives from SARS. Verify liabilities. Audit leave files. Calculate leave gratuity. Capture leave gratuity on PERSAL. Enrolment of payment on pension case management. Processing of applications for Housing Allowances and Homeowners Allowances. Processing claims on Resettlement and Relocation Benefits. Process long service awards. Process service benefits relating to OSD and Resolution 3 of 2009.Implementation of the leave administration. Prepare leave reconciliation report. Process and manage PILIR applications Supervise human resources/staff.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 42/88** : **ADMINISTRATION OFFICER REF NO: LDOE 21/10/2024LDOE**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
: Head Office, Polokwane
: NQF level 6 Qualifications /An appropriate Degree/National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ Internal Auditing/Management/Business Management/Accounting as recognised by SAQA.A post graduate qualification in Supply Chain Management/ Logistic Management/ Public Administration/ Public Management A minimum of 03 - 05 years' relevant experience in the SCM environment. A valid driver's licence except for people with disabilities. Competencies, Knowledge & Skills Problem Solving & Analysis. Programme & Project Management. Change Management. Client Orientation & Customer Focus Computer skills in Microsoft Office Applications · Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.

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| <u>DUTIES</u> | : | Consolidation and compilation of procurement plans. Compilation of tender documents for informal tenders. Place adverts for tenders. Compile and manage the supplier database. Render secretarial duties to the Bid Specification Committee. Maintain tender register and compile monthly reports on bids awarded. Render guidance in the writing of specifications. Supervise staff in the demand management components. |
| <u>ENQUIRIES</u> | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921. |
| <u>POST 42/89</u> | : | <u>CORPORATE INVESTIGATOR REF NO: LDOE 22/10/2024</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R308 154 per annum Head Office, Polokwane NQF level 6/7 Bachelor's degree /National Diploma in Accounting /Auditing/ Law/Internal Auditing/Criminal Justice/Forensic Investigations as recognized by SAQA.A minimum of 03 - 05 years' relevant experience in a Forensic Investigations/ Commercial Crime environment. A valid driver's licence except for people with disabilities. Computer literacy. Competencies, Knowledge & Skills: Problem solving and analysis. Programme & Project Management. Change Management. Client Orientation & Focus. Knowledge, application and interpretation of the Constitution of the Republic of SA Act, Public Finance Management Act, Promotion of Access to Information Act, Annual Division of Revenue Act, Provincial Appropriation Act, Preference Procurement Policy Framework Act, Government Immovable Asset Management Act, Public Audit Act, Provincial Tax Regulation Process Act, Criminal Procedures Act, Public Service Act, Organised Crime Act, Financial Intelligence Centre Act, Prevention and Combating of Corrupt Activities Act. Lateral and innovative thinking. Investigative skills. Organizational relationships. Report writing. Interpersonal relations. Analytical and quantitative methods tools. |
| <u>DUTIES</u> | : | Develop and review of initial planning of investigation. Execution of investigations. Drafting of investigation reports and review reports compiled by SCI's or CI's. Report fraud related risks to Risk and Advisory Services Unit. Assist in providing consolidated reports to the relevant stakeholders. Management of resources and staff development. Implement the risk management framework in the organisation. Participate in the development of the risk management framework. Implement the risk management plan. Advocate and promote risk management in the organisation (awareness activities). Capacity building (training and development). Develop and maintain stakeholder and client relationships. Continuous monitoring the risk environment. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context). |
| <u>ENQUIRIES</u> | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921. |
| <u>POST 42/90</u> | : | <u>TRAINING OFFICER REF NO: LDOE 29/10/2024</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R308 154 per annum Head Office, Polokwane NQF level 6 Qualifications in Human Resources Management / Development /Training and Development / Management of Training / Public Management or equivalent qualifications as recognised by SAQA. A minimum of 03 - 05 years' relevant experience in Human Resource Development / Training and Development Services especially in facilitation and training of Compulsory Induction A valid driver's licence except for people with disabilities. Competencies, Knowledge & Skills: Problem solving and analysis. Programme & Project Management. Change Management. Client Orientation & Focus. Communication Programme (CIP) Module 1 – 5, for employees on salary level 1 – 12. Knowledge: Departmental policies and procedures Batho Pele Principles Good Governance Computer Literacy Interpersonal Relations Innovative Planning and organizing. |
| <u>DUTIES</u> | : | Implementation of bursary programs. Facilitate and coordinate Compulsory Induction Programme and orientation program. Implementation of Human Resource development program Implement the Workplace Skills Plan (WSP) programs. Administration and implantation of Internship Programme. Conduct skill audit. Identify training needs. Establish and maintain HRD data base, |

Compile training program. Co-ordinate workshop, courses & other training. Compile training reports. Implementation of national learners' programme.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/91 : **PERSONNEL OFFICER, HRD & PMDS REF NO: LDOE 23/10/2024**

SALARY : R216 417 per annum
CENTRE : Waterberg
REQUIREMENTS : Grade 12 / NQF 4 Qualification as recognised by SAQA NQF level 6 Qualifications in Human Resource Management /Human Resource Development/ Training and Development /Management of Training / Public management / Public Administration will be an added advantage. Certificate for Introductory PERSAL is compulsory. A valid driver's license except for people with disabilities. Competencies, Abilities and Skills: Change Management. Client Orientation & Focus. Communication, Knowledge of Departmental policies and procedures, Public Finance Management Act, Performance Management and Development Policies and directives, Public Service Act, Public Service Regulations. Batho Pele Principles. Interpersonal skills. Computer literacy. Report Writing skills.

DUTIES : Facilitate performance agreement and performance assessments in the department. Verify and quality check submitted performance agreements and assessments reports on Electronic Performance Management system provide report to supervisor. Provide secretariat and logistical support to PMDS committees meetings. Procure goods and services for Sub-Directorate Performance Management and Committee Services. Responsible for administration of performance management on the online system. Assist to develop and implement the Workplace Skills (WSP) program. Assist Administer bursary programs for the head office and the Compensation Fund. Provide assistance in coordinating Compulsory Induction (CIP) and Departmental orientation.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/92 : **MESSENGER/ DRIVER REF NO: LDOE 24/10/2024**

SALARY : R183 279 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : Grade 10 or equivalent qualification as recognised by SAQA. Valid Code 10, Driver's license with PDP. Competencies, Knowledge & Skills Client Orientation & Focus. Good communication skills. Good interpersonal relations. Patience, Assertiveness, Honesty and trustworthy. Listening Skills. Recording skills and knowledge of transport policies. Knowledge of the city in which the functions will be performed.

DUTIES : Daily transportation of service beneficiaries and staff members to various areas. Delivery and collection of goods and correspondence. Record and compile monthly log sheets for pool vehicles. Ensure proper and safe keeping of vehicle keys and 130 accessories. Timely reporting of faults and service requirements for vehicles. Organize service appointments for pool vehicles. Load and unload goods and sort delivered items. Deliver and or collect mail, documents, stores items and stationery for the centre.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 42/93 : **DRIVER / MESSENGER REF NO: LDOE 25/10/2024**

SALARY : R183 279 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : Grade 10 or equivalent qualification as recognized by SAQA. A valid driver's license, Code 8. Competencies, Knowledge & Skills Computer Literacy Good communication skills and flexibility. Time management, planning and organisation skills. Ability to function independently and as part of a team. Ability to cope under pressure and pay strong attention to details.

- DUTIES** : Collect, deliver and distribute documents for the office of 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 with document reproduction. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 42/94** : **FOOD AID SERVICES REF NO: LDOE 26/10/2024**
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum
: Head Office, Polokwane
: Grade 10 or equivalent qualification as recognized by SAQA. Competencies, Knowledge & Skills Good communication skills and flexibility. Time management skills. Ability to function independently and as part of a team.
- DUTIES** : Clean kitchen utensils and equipment. Provision of catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintenance of quality control measures of all food provided.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

DEPARTMENT OF HEALTH

The Department of Health is an equal Opportunity and Affirmative Action employer

- APPLICATIONS** : Applicants may also apply through the following link:
<https://erecruitment.limpopo.gov.za>.
- CLOSING DATE** : 29 November 2024
- NOTE** : Ensure that you read the conditions and requirement of the post before you apply. By applying it is taken that you agree to the conditions and requirements of the post. Applicants are hereby invited from suitable qualified candidates for vacant posts in the Department of Health. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). 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. 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 candidates 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. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. The Department reserves the right not to fill any advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. NB: The circular of advertised vacant posts will be posted on the following websites: www.ldoh.gov.za and www.limpopo.gov.za

OTHER POSTS

- POST 42/95** : **ELECTRICAL ENGINEER: INFRASTRUCTURE PLANNING [GRADE A-C] (X1 POST)**
Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
- SALARY** : Grade A: R833 499 per annum
Grade B: R939 024 per annum
Grade C: R1 068 342 per annum
[All-inclusive remuneration package] [The Department will determine the salary package based on years of experience post professional registration]
- CENTRE REQUIREMENTS** : Provincial Office [Polokwane]
Qualifications and Competencies: An appropriate Degree in Electrical Engineering. Registration as a Professional Engineer with ECSA. Minimum of three [3] years' experience post qualification. A valid drivers' license. Computer literacy including MS Outlook, Word, Excel and PowerPoint, and Virtual meeting platforms literacy.
- DUTIES** : Develop, interpret and customize functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Provide inputs to the determination of the Construction Procurement Strategy, User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations. Undertake research.
- ENQUIRIES** : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
- POST 42/96** : **QUANTITY SURVEYOR: INFRASTRUCTURE PROGRAMME DELIVERY [GRADE A-C] (X1 POST)**
Main Role: To assist in managing the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS].
- SALARY** : Grade A: R721 476 per annum, [all-inclusive remuneration package]
Grade B: R821 142 per annum, [all-inclusive remuneration package]
Grade C: R925 146 per annum, [all-inclusive remuneration package]
[The Department will determine the salary package based on years of experience post professional registration]
- CENTRE REQUIREMENTS** : Provincial Office [Polokwane]
Qualifications and Competencies: An appropriate Degree in Quantity Surveying. Registration as a Professional Quantity Surveyor with SACQSP. Three [3] years' experience post qualification. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint, Virtual meeting platforms literacy.
- 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 / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/councils.
- ENQUIRIES** : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

- POST 42/97** : **CONSTRUCTION PROJECT MANAGER: INFRASTRUCTURE PROGRAMME DELIVERY [GRADE A-C] (X3 POSTS)**
 Main Role: To assist in managing the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS].
- SALARY** : Grade A: R833 499 per annum
 Grade B: R939 024 per annum
 Grade C: R1 068 342 per annum
 [The Department will determine the salary package based on years of experience post professional registration]
- CENTRE REQUIREMENTS** : Provincial Office [Polokwane]
 : Qualifications and Competencies: B Tech / Degree / Honours Degree / National Higher Diploma in Built Environment Registered as a Professional Construction Project with South African Council for Project and Management Professions [SACPCMP]. Experience: 3 years experience post qualification for a Degree. 4 years and 6 months experience post qualification for a National Higher Diploma. 4 years experience post qualification for a BTech. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Work, Excel and PowePoint, Virtual meeting platforms literacy.
- 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 / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/councils.
- ENQUIRIES** : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
- POST 42/98** : **ENGINEERING TECHNICIAN-ELECTRICAL: INFRASTRUCTURE MAINTENANCE & ENGINEERING SERVICES [GRADE A-C] (X1 POST)**
 Main Role: To render technical services and support in engineering research, design, manufacturing, operations and maintenance.
- SALARY** : Grade A: R371 253 per annum
 Grade B: R419 325 per annum
 Grade C: R472 812 per annum
 [The Department will determine the salary package based on years of experience post professional registration]
- CENTRE REQUIREMENTS** : Provincial Office [Polokwane]
 : Qualifications and Competencies: An appropriate Degree/National Diploma in Electrical Engineering or equivalent relevant qualification. Registration with ECSA as a Professional Engineering Technician. Three [3] years' experience. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- DUTIES** : Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist in managing the execution of the maintenance strategy. Assist in setting engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Assist in monitoring maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyze data on use of utilities by Health Facilities. Undertake research.
- ENQUIRIES** : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

**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.

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| <u>CLOSING DATE</u> | : | 29 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 note that the post of an Assistant Director: Risk and Security Management (Ehlanzeni District Office, Mbombela (Nelspruit) with Ref No: MPDoH/OCT/25/365 advertised in Public Service Vacancy Circular 39 dated 25 October 2024 with the closing date of 08 November 2024, and the posts of Pharmacist Grade 1 (Iswepe CHC, Gert Sibande District) with Ref No: MPDoH/NOV/24/405 and the post of Professional Nurse Grade 1 (PN-A2) (Jeppes Rust Clinic, Ehlanzeni District Office) with Ref No: MPDoH/NOV/24/449 advertised in the Public Service Vacancy Circular 40 dated 01 November 2024, have been withdrawn. |

OTHER POSTS

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| <u>POST 42/99</u> | : | <u>MEDICAL OFFICER GRADE 1-3 REF NO: MPDOH/NOV/24/510</u> |
| <u>SALARY</u> | : | Grade 1: R949 146 - R1 021 911 per annum Grade 2: R1 082 988 - R1 182 183 per annum Grade 3: R1 253 415 - R1 561 734 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Bhuga CHC (Ehlanzeni District) MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical |

assessment and clinical management. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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 42/100 : **PHARMACIST GRADE 1 REF NO: MPDOH/NOV/24/511**

SALARY : R804 609 – R853 980 per annum
CENTRE : Sabie Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2024). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

DUTIES : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

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 42/101 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/NOV/24/519 (X8 POSTS)**

SALARY CENTRE : R656 964 – R748 683 per annum
: Nkangala District:
: Nokaneng CHC
: Lefiso CHC
: Goederede Clinic
: Tweefontein A Clinic
: Eastdene Clinic
: Louise Clinic
: Gert Sibande Clinic
: Vlakplaas Clinic
: Thuthukani Clinic

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. 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 and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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 42/102 : **ASSISTANT DIRECTOR: RISK AND SECURITY MANAGEMENT REF NO: MPDOH/NOV/24/520**
(Re-advertisement)

SALARY CENTRE : R444 036 per annum, (plus service benefits)
: Ehlanzeni District Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) equivalent in an area of study relevant to Security Management / Law / Criminal Justice / Safety Management with 3 - 5 years' relevant experience in the hospital / health environment of which three (3) years' experience must be at supervisory / managerial (Level 7/8) dealing with security issues. Valid PSIRA Grade B Certificate. Valid Driver's Licence. Computer Literacy. SAMTRAC (NOSA).

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| | | Knowledge of Minimum Information Standards (MISS) and Minimum Physical Security Standards (MPSS). Completed the following course or should complete them within the first two years of appointment: SSA Security Management / Advisor and Communication. |
| <u>DUTIES</u> | : | Develop Security Policy and Plan. Gather information and conduct Security Threat Risk Assessment. Coordinate and ensure institution preparedness. Prevent, manage and respond to security incidents. Secure people, core business, information and reputation. Coordinate public and government relations. |
| <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 42/103</u> | : | <u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/NOV/24/521</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R307 473 – R362 187 per annum |
| | : | Evander Hospital (Gert Sibande District) |
| | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2024). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. |
| <u>DUTIES</u> | : | Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit. |
| <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 42/104</u> | : | <u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: PDOH/NOV/24/554 (X33 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R307 473 – R362 187 per annum |
| | : | Arthurseat Mobile |
| | : | Boschfontein Clinic |
| | : | Buffelspruit CHC (X2 Posts) |
| | : | Clau-Clau Clinic |
| | : | Gottenburg Clinic |
| | : | Calcutta Clinic |
| | : | Hluvukani Mobile |
| | : | Jeppes Reef Clinic |
| | : | Khumbula Clinic |
| | : | M'afrika CHC |
| | : | Mangweni CHC (X2 Posts) |

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| | | Mashishing Clinic Matibidi Hospital Matikwane Hospital (X3 Posts) Mbuzini Clinic Phola Nsikazi CHC (X2 Posts) Sabie Clinic (X2 Posts) Sandrivier Clinic Shongwe Hospital (X3 Posts) Lydenburg Hospital Simile Clinic Tekwane Clinic Thulamahashe CHC Tintswalo Hospital (X3 Posts) (Ehlanzeni District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2024). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. |
| <u>DUTIES</u> | : | Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit. |
| <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 42/105</u> | : | <u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/NOV/24/563 (X9 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R307 473 – R362 187 per annum |
| | : | Gert Sibande District: Embhuleni Hospital (X2 Posts) Ezamokuhle Clinic Fernie 2 Clinic Mayflower Clinic (X2 Posts) Mkhondo Town Clinic Morgenzon Clinic Sinqobile Clinic (X2 Posts) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2024). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. |

- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
- 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 42/106** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/NOV/24/564**
- SALARY** : R250 947 – R282 921 per annum
- CENTRE** : Matibidi Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2024). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
- DUTIES** : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
- 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.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005, Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley. OR emailed to applications@nccoghsta.onmicrosoft.com
- FOR ATTENTION** : Human Resource Registry
- CLOSING DATE** : 06 December 2024
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on the Z83 form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in the Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

OTHER POSTS

- POST 42/107** : **CONTROL ENGINEERING TECHNOLOGIST (CIVIL): GRADE A REF NO: HS (HSP&P) 1/11/2024**
Directorate: Human Settlements Programme and Project Management
- SALARY** : R873 840 per annum, OSD, (all-inclusive salary package)
- CENTRE** : Provincial Office: Kimberley (Larry Moleko Louw Building)
- REQUIREMENTS** : A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. A valid driver's licence is a pre-requisite. Compulsory registration with ECSA as an Engineering Technologist. Extensive experience in various fields of civil engineering which includes, but is not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, wastewater and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and construction materials. Exposure to the four main contracts used in the civil engineering industry (GCC, FIDIC, JBCC & NEC). Good understanding of the CIDB standard for uniformity and the standard

professional services contract. Project management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Networking professional judgment. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Skills: Communication skills and computer Skills. Planning and organizing. People management skills.

DUTIES : Manage technological advisory services. Plan technological support to Engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures. Manage drafting of civil engineering projects technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Manage review and acceptance of the professional service provider's concept and detailed designs. Conduct technical inspections and integrity surveys on various civil engineering assets. Manage and ensure that appointed consultants produce quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. 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 the conditions of contract and in line with Government's commitment to pay invoices timeously. Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the Department. Provide expert advice to the Department. Resolve technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of infrastructure projects. Compile project monthly and quarterly progress reports. Provide mentorship and supervision to candidate engineering technologist and engineering technologists.

ENQUIRIES : Ms. F. Fredericks Tel No: (053) 830 9529

POST 42/108 : **ADMINISTRATIVE SUPPORT AND COORDINATION: OFFICE OF THE HOD**
REF NO: HOD 2/11/2024
Directorate: Office Of The HOD

SALARY : R849 702 per annum, (all-inclusive salary package)
CENTRE : Provincial Office: Kimberley (Larry Moleko Louw Building)
REQUIREMENTS : An appropriate tertiary qualification (NQF Level 6/7) in Public Management or equivalent qualification with 3 - 5 years' experience in middle management (Assistant Director) level. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. A valid driver's license. Skills: Must have a good understanding and knowledge of financial and procurement systems. Record keeping. Data system maintenance. Skills required: Good communication skills (verbal and written). Ability to compile submissions, reports, etc, independently. Sound planning and organizing skills. Good interpersonal relations. High level of computer literacy. Ability to properly/accurately record minutes and decisions at meetings. Problem solving. Conflict management. Project management. Managerial skills.

DUTIES : Manage the administrative activities within the office of the Executive Authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the Executive Authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the Executive Authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority. Manage the logistical support in the office of the Executive Authority. Develop, implement and maintain a filing system for the office of the Executive Authority. Manage the registry of the office of the

Executive Authority. Ensure the documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role players regarding matters relating to the portfolio of the Executive Authority. Brief the Chief of Staff on matters regarding the Executive Authority's portfolio on the agenda of cabinet/executive council. Liaise with senior managers in the institutions within the Executive Authority's portfolio. Co-ordinate the activities of the Executive Authority's office. Render a Cabinet/Executive council support service to the Executive Authority. Manage distribution of memoranda to Cabinet/Executive council members. Manage the distribution of documents and to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/Executive Council and alert Chief of Staff and Executive Authority of actions to be taken and due dates. General supervision of the employees in the office of the Executive Authority. Quality control of the work delivered by supervisees. Advise supervisees regarding all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees.

ENQUIRIES

: Mr. B.Lenkoe Tel No: (053) 830 9527

POST 42/109

: **ENGINEERING TECHNOLOGIST (CIVIL): GRADE A REF NO: HS (HSP&P) 3/11/2024 (X2 POSTS)**
 Directorate: Human Settlements Programme and Project Management

SALARY

: R429 930 per annum

CENTRE

: Provincial Office: Kimberley (Larry Moleko Louw Building)

REQUIREMENTS

: A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Three (3) years post qualification Engineering Technologist experience required. A valid driver's licence is a pre-requisite. Compulsory registration with ECSA as an Engineering Technologist. Extensive experience in various fields of civil engineering which includes, but is not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, wastewater and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and construction materials. Exposure to the four main contracts used in the civil engineering industry (GCC, FIDIC, JBCC & NEC). Good understanding of the CIDB standard for uniformity and the standard professional services contract. Project management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Networking professional judgment. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Skills: Communication skills and computer Skills. Planning and organizing. People management skills.

DUTIES

: Provide technological advisory services. Support technologist and associate professionals in the field. Promote safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures. Provide inputs on drafting of civil engineering projects technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Provide technical assistance on the review and acceptance of the professional service provider's concept and detailed designs. Conduct technical inspections and integrity surveys on various civil engineering assets. Facilitate and ensure that appointed consultants produce quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Evaluate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Facilitate the Processing all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Assist in Preparation and submission of project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department. Provide technical advice to the Department. Assist project

managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of infrastructure projects. Compile project monthly and quarterly progress reports. Provide mentorship and supervision to candidate engineering technologists.

ENQUIRIES : Ms. F. Fredericks TI No: (053) 830 9529

DEPARTMENT OF ROADS AND PUBLIC WORKS

The Provincial Administration of the Northern Cape is an equal opportunity, affirmative action employer. Persons with a disability are encouraged to apply.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only, via <http://ncrpw.ncpg.gov.za>.

CLOSING DATE : 29 November 2024

NOTE : Applications must be submitted on form Z.83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from HR of the department regarding the requirements for 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. Note that all suitable candidates will be subjected to a satisfactory personnel suitability check (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine a candidate's suitability based on the post's technical & generic requirements as well as an integrity (ethical conduct) assessment. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified. NB: With regard to the advertised Road Worker posts please be informed that preference will be given to those candidates residing in the advertised centers.

OTHER POSTS

POST 42/110 : **CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: DRPW/HR01/2024**

SALARY : R833 499 – R1 011 597 per annum, (all inclusive), (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a National higher diploma (built environment field) with a minimum of 4 years and six months certified experience, or a BTech (built environment field) with a minimum of 4 years certified managerial experience or a Hons degree in any built environment field with a minimum of 3 years' experience. Must be registered with the South African Council for Project and Construction Management Professions as a professional construction project manager (SACPCMP). Must have a valid code EB (08) Driver's license. Technical competencies: Must have programme and project management skills, apply knowledge of project principles and methodologies, have experience in research and development tasks, apply computer aided engineering, must be able to comply legal policies, must be able to create a high-performance culture and give a written technical report, must have the ability to implement professional judgement and take responsibility as a technical consultant. Generic Competencies: Have knowledge and understanding of the Public Finance management Act and

- Occupational Health & Safety Act and Government Procurement System. Must have leadership and decision-making qualities. Must have good communication skills (verbal & writing). Must be innovative, be able to work under pressure and be able to handle conflict.
- DUTIES** : The incumbent will be responsible for the management of construction, renovation and refurbishment projects within the constraints of set time, cost, quality and socio- economic objectives under the supervision of a Senior Project Manager. Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of project documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to government policies. Provide assistance in implementing and assuring project execution is in accordance with the approved project norms and time schedules. Support the project environment and the activities to ensure that project objectives are delivered timeously. Manage and engage in multi- disciplinary construction teams regarding the construction/ maintenance of facilities.
- ENQUIRIES** : Mr C. Bailey Tel No: (053) 8392172
- POST 42/111** : **QUANTITY SURVEYOR GRADE A – B REF NO: DRPW/HR02/2024**
- SALARY** : Grade A – B: R721 476 – R876 018 per annum, (all inclusive), (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)
- CENTRE REQUIREMENTS** : Uppington
: Degree in Quantity Survey or relevant qualification, three years post qualification quantity survey experience, valid driver’s license, compulsory registration with SACQSP as a professional Quantity Surveyor. Applicant must have good interpersonal and communication skills to be able to liaise with contractors, consultants, public, and all government departments. Technical competencies: Programme and project management, Quantity Survey principles and methodologies, Research and development, Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, technical consulting, Creating high performance culture, Networking, Professional judgment.
- DUTIES** : Advise on the development and maintenance of policy, methods, practices and standards on quantity surveying service; Provide a quality cost control and value management service on all building related matters in the Department. Audit the work of clients to ensure quality control and value for money on building projects; Audit progress claims and final accounts of building projects; Do estimates on building projects or design changes. Prepare reports on projected building costs for clients, visit building sites to monitor progress and perform financial control.
- ENQUIRIES** : Mr. C. Bailey Tel No: (053) 8392172
- POST 42/112** : **CHIEF WORKS INSPECTOR (ELECTRICAL) REF NO: DRPW/HR03//2024**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : De Aar
REQUIREMENTS : Applicants must be in possession of a National Diploma (T/N/S streams) or a N3 and a passed trade test with 3 to 5 years’ experience. Applicants must have good interpersonal and communication skills to be able to liaise with SCM, Suppliers, Contractors and client Departments. A valid driver’s license.
- DUTIES** : The successful candidate will be responsible for the following: To plan and execute inspections for minor new and maintenance work on project sites and to ensure that work is being done in compliance with relevant regulations and legislation, specifically electrical compliance. To conduct audit/ surveys, to compile estimate, prepare specifications, compile technical reports, handing over sites under supervision, conduct regular inspections, Take first delivery under supervision.
- ENQUIRIES** : Mr. N. Ngxabazi Tel No: (053) 631 1355
- POST 42/113** : **CHIEF WORKS INSPECTOR (BUILDING) REF NO: DRPW/HR04/2024**
- SALARY** : R376 413 per annum (Level 08)

CENTRE REQUIREMENTS : Calvinia
: Applicants must be in possession of a National Diploma in Building/Construction and 3 - 5 years' experience or a N3 Certificate and a passed trade test in the building environment. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to be able to liaise with SCM, Suppliers, Contractors, Support Staff and client Departments.

DUTIES : The successful candidate will be responsible for the following: To plan and execute inspections for minor new and maintenance work on project sites and to ensure that work is being done in compliance with relevant regulations and legislation, Compilation of technical specifications for maintenance and minor works, Project inspection and reporting on quality, cost, time and contractor performance, Contract management and administration, Compliance to relevant regulations, policies, works procedures and methods on building projects, facility condition auditing and reporting for planned and unplanned programmes.

ENQUIRIES : Mr. R. Tshivase Tel No: (027) 7122170

POST 42/114 : **ENGINEERING TECHNICIAN GRADE A (PRODUCTION) REF NO: DRPW/HR05/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R371 253 per annum, (OSD)
: Kimberley
: Applicants must be in possession of a National Diploma in Civil Engineering. Three years post qualification technical (engineering) experience. Compulsory registration with ECSA as a Engineering Technician. Valid driver's license. Knowledge: Knowledge: All road related acts, ordinance, policies, standards and norms. Project management, technical design and analysis, advertising on Roads and Ribbon Development Act of 1940, South African Road Traffic Sign Manual, Occupational Health and safety. Public Finance Management Act. Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.

DUTIES : The successful candidate will be responsible for assisting engineers, technologists and associates in the field and technical office activities, Promote safety in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approved by the relevant authority, provide inputs into the budgeting process as required, compile and submit reports as required, provide and consolidate inputs to the technical/engineering operational plan, develop, implement and maintain databases, supervise and control technical and related personnel and assets, continuous professional development to keep up with new technologies and procedures, research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters. Liaise and interact with service providers, clients and management. Monitor projects executed by contractors. Manage term contracts. Receive, evaluate and recommend payment certificates. Quantity measurements. Ensure compliance with public finance Management Act. Perform routine road maintenance of provincial roads in the district. Assist in investigating road user complaints received in the district.

ENQUIRIES : Mr. V. Mhlauli Tel No: (053) 8619600

POST 42/115 : **ENGINEERING TECHNICIAN GRADE A (PRODUCTION) REF NO: DRPW/HR06/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R371 253 per annum, (OSD)
: Springbok
: Applicants must be in possession of a National Diploma in Civil Engineering. Three years post qualification technical (engineering) experience. Compulsory registration with ECSA as a Engineering Technician. Valid driver's license. Knowledge: Knowledge: All road related acts, ordinance, policies, standards and norms. Project management, technical design and analysis, advertising on Roads and Ribbon Development Act of 1940, South African Road Traffic Sign Manual, Occupational Health and safety. Public Finance Management Act.

Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.

DUTIES : The successful candidate will be responsible for assisting engineers, technologists and associates in the field and technical office activities, Promote safety in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approved by the relevant authority, provide inputs into the budgeting process as required, compile and submit reports as required, provide and consolidate inputs to the technical/engineering operational plan, develop, implement and maintain databases, supervise and control technical and related personnel and assets, continuous professional development to keep up with new technologies and procedures, research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters. Liaise and interact with service providers, clients and management. Monitor projects executed by contractors. Manage term contracts. Receive, evaluate and recommend payment certificates. Quantity measurements. Ensure compliance with public finance Management Act. Perform routine road maintenance of provincial roads in the district. Assist in investigating road user complaints received in the district.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 7122170

POST 42/116 : **ADMINISTRATION CLERK (ROAD MAINTENANCE) REF NO: DRPW/HR07/2024**

SALARY : R216 417 per annum (Level 05)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel. Must be customer orientated, organizational and telephone etiquette skills. Code 08 driver license will be an added advantage.

DUTIES : Receive and forward correspondence on behalf of the unit, unit meeting minutes taking and distribution, compile and distribute agendas for personnel meetings, Capturing of payment certificate on Proman for contractors and consultants, Keep record of payments done and submit the original to finance, attending personnel meetings, taking and distributing minutes, notify personnel of the meeting within the unit, taking and distribution of messages in the absence of personnel in the unit., check leave credits for personnel within the maintenance unit by cooperating with HR in the district, assist with accommodation memos for all personnel with the unit for approval by relevant personnel, assist all personnel in the unit with compilation of memorandum to the different units including stationery and furniture order. To capture way leaves received by the Department and create a database for way leave management.

ENQUIRIES : Ms. Mjajubana Tel No: (053) 8619600

POST 42/117 : **FOREMAN REF NO: DRPW/HR08/2024**

SALARY : R216 417 per annum (Level 05)

CENTRE : Uptington

REQUIREMENTS : Grade 10 certificate with 3 years road work maintenance experience. Valid Code 10 driver's license and a PDP. Competencies: Be able to operate all machinery utilised by the Road maintenance teams.

DUTIES : The successful candidate will be responsible support road construction and/or maintenance work through the construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works, clean and maintain roads, sidewalks and resting areas, surfacing and pothole patching, road fencing and pipe laying, setting of road markings/signs, install road signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through application of safety and precautionary measures, conduct inspections, exercise control over tools, supplies and other equipment, allocate tasks and oversee work performance and maintenance of equipment, co-ordinate blading program.

ENQUIRIES : Mr. G. Keyser Tel No: (054) 3324473

POST 42/118 : **FOREMAN REF NO: DRPW/HR09/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Springbok
REQUIREMENTS : Grade 10 certificate with 3 years road work maintenance experience. Valid code 10 drivers license and a PDP. Competencies: Be able to operate all machinery utilised by the Road maintenance teams.

DUTIES : The successful candidate will be responsible support road construction and/or maintenance work through the construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works, clean and maintain roads, sidewalks and resting areas, surfacing and pothole patching, road fencing and pipe laying, setting of road markings/signs, install road signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through application of safety and precautionary measures, conduct inspections, exercise control over tools, supplies and other equipment, allocate tasks and oversee work performance and maintenance of equipment, co-ordinate blading program.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 7122170

POST 42/119 : **FOREMAN REF NO: DRPW/HR010/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Calvinia
REQUIREMENTS : Grade 10 certificate with 3 years road work maintenance experience. Valid code 10 drivers license and a PDP. Competencies: Be able to operate all machinery utilised by the Road maintenance teams.

DUTIES : The successful candidate will be responsible support road construction and/or maintenance work through the construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works, clean and maintain roads, sidewalks and resting areas, surfacing and pothole patching, road fencing and pipe laying, setting of road markings/signs, install road signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through application of safety and precautionary measures, conduct inspections, exercise control over tools, supplies and other equipment, allocate tasks and oversee work performance and maintenance of equipment, co-ordinate blading program.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 7122170

POST 42/120 : **DATA CAPTURER (ROADS) REF NO: DRPW/HR011/2024 (X2 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, organizational and telephone etiquette skills. Willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

DUTIES : Must be responsible for assessing reported data against Compliance Assessment Report. Determine compliant work opportunities reported. Verify Ownership of submitted Project Data. Calculate reported FTE's.number of projects captured. Number of data capturing reports submitted to monitoring and reporting manager. Compile database for EPWP Compliant and non-compliant reports. Develop filing system per sector and public body. Compile database of all beneficiaries captured on reporting systems.

ENQUIRIES : Ms. Mjajubana Tel No: (053) 8619600

POST 42/121 : **DATA CAPTURER: EPWP REF NO: DRPW/HR012/2024 (X4 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : De Aar
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, organizational and telephone

etiquette skills. Willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

DUTIES : Must be responsible for assessing reported data against Compliance Assessment Report. Determine compliant work opportunities reported. Verify Ownership of submitted Project Data. Calculate reported FTE's.number of projects captured. Number of data capturing reports submitted to monitoring and reporting manager. Compile database for EPWP Compliant and non-compliant reports. Develop filing system per sector and public body. Compile database of all beneficiaries captured on reporting systems.

ENQUIRIES : Ms. Z.H. Sikhundla Tel No: (053) 6311355

POST 42/122 : **DATA CAPTURER EPWP REF NO: DRPW/HR013/2024 (X3 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Upington
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, organizational and telephone etiquette skills. Willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

DUTIES : Must be responsible for assessing reported data against Compliance Assessment Report. Determine compliant work opportunities reported. Verify Ownership of submitted Project Data. Calculate reported FTE's.number of projects captured. Number of data capturing reports submitted to monitoring and reporting manager. Compile database for EPWP Compliant and non-compliant reports. Develop filing system per sector and public body. Compile database of all beneficiaries captured on reporting systems.

ENQUIRIES : Mr. P.J. Coetzee Tel No: (054) 3324473

POST 42/123 : **DATA CAPTURER: EPWP REF NO: DRPW/HR014/2024(X3 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Springbok
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, organizational and telephone etiquette skills. Willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

DUTIES : Must be responsible for assessing reported data against Compliance Assessment Report. Determine compliant work opportunities reported. Verify Ownership of submitted Project Data. Calculate reported FTE's.number of projects captured. Number of data capturing reports submitted to monitoring and reporting manager. Compile database for EPWP Compliant and non-compliant reports. Develop filing system per sector and public body. Compile database of all beneficiaries captured on reporting systems.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 7122170

POST 42/124 : **DATA CAPTURER: EPWP REF NO: DRPW/HR015/2024 (X2 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Kuruman
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, organizational and telephone etiquette skills. Willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

DUTIES : Must be responsible for assessing reported data against Compliance Assessment Report. Determine compliant work opportunities reported. Verify Ownership of submitted Project Data. Calculate reported FTE's.number of projects captured. Number of data capturing reports submitted to monitoring and reporting manager. Compile database for EPWP Compliant and non-compliant reports. Develop filing system per sector and public body. Compile database of all beneficiaries captured on reporting systems.

ENQUIRIES : Mr. L.J. May Tel No: (053) 7739400

POST 42/125 : **CLEANING SUPERVISOR REF NO: DRPW/HR016/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Kimberley
REQUIREMENTS : ABET level 4.
DUTIES : Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms, manage and ensure the maintenance of cleaning materials and equipment, ensure maintenance and replacement of cleaning machines and equipment, issue cleaning materials, supervise cleaners including performing administrative and related functions, provide guidance and advise cleaners, develop and update the cleaning roster.

ENQUIRIES : Mr. O.B. Sedisho Tel. No: (053) 8392756

POST 42/126 : **CLEANING SUPERVISOR REF NO: DRPW/HR017/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Upington
REQUIREMENTS : ABET level 4.
DUTIES : Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms, manage and ensure the maintenance of cleaning materials and equipment, ensure maintenance and replacement of cleaning machines and equipment, issue cleaning materials, supervise cleaners including performing administrative and related functions, provide guidance and advise cleaners, develop and update the cleaning roster.

ENQUIRIES : Mr. T. Nyongwana Tel No: (054) 3324473

POST 42/127 : **CLEANING SUPERVISOR REF NO: DRPW/HR018/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Springbok
REQUIREMENTS : ABET level 4
DUTIES : Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms, manage and ensure the maintenance of cleaning materials and equipment, ensure maintenance and replacement of cleaning machines and equipment, issue cleaning materials, supervise cleaners including performing administrative and related functions, provide guidance and advise cleaners, develop and update the cleaning roster.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 7122170

POST 42/128 : **ROAD WORKER REF NO: DRPW/HR019/2024**

SALARY : R155 148 per annum (Level 03)
CENTRE : Ritchie/Kimberley/Douglas
REQUIREMENTS : A Junior certificate. Valid Code 10 driver's license and a PDP.
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. V. Mhlauli Tel No: (053) 8619600

POST 42/129 : **ROAD WORKER REF NO: DRPW/HR020/2024 (X2 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : De Aar
REQUIREMENTS : A Junior certificate.
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. T.K. Tolong Tel No: (053) 631 1355

POST 42/130 : **ROAD WORKER REF NO: DRPW/HR021/2024**

SALARY : R155 148 per annum (Level 03)

CENTRE REQUIREMENTS DUTIES : Prieska
: A Junior certificate.
: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. T.K. Tolong Tel No: (053) 631 1355

POST 42/131 : **ROAD WORKER REF NO: DRPW/HR022/2024**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Carnarvon
: A Junior certificate.
: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. T.K. Tolong Tel No: (053) 631 1355

POST 42/132 : **ROAD WORKER REF NO: DRPW/HR023/2024 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Uppington/Kakamas
: A Junior certificate.
: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. G. Keyser Tel No: (054) 332 4473

POST 42/133 : **ROAD WORKER REF NO: DRPW/HR024/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Springbok
: A Junior certificate.
: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 42/134 : **ROAD WORKER REF NO: DRPW/HR025/2024 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Calvinia
: A Junior certificate.
: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 42/135 : **ROAD WORKER REF NO: DRPW/HR026/2024 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Kuruman
: A Junior certificate.
: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Ms. E. Modise Tel No: (053) 773 9400

POST 42/136 : **OPERATOR (GRADER) REF NO: DRPW/HR027/2024 (X3 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Upington/Kakamas
REQUIREMENTS : Junior certificate, Code EC Driver's License, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP. Driving and operating specialized equipment.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Mr. G. Keyser Tel No: (054) 332 4473

POST 42/137 : **OPERATOR (GRADER) NO: DRPW/HR028/2024 (X2 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Kenhardt
REQUIREMENTS : Junior certificate, Code EC Driver's License, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP. Driving and operating specialized equipment.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Mr. G. Keyser Tel No: (054) 332 4473

POST 42/138 : **OPERATOR (GRADER) REF NO: DRPW/HR029/2024 (X3 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Springbok
REQUIREMENTS : Junior certificate, Code EC Driver's License, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP. Driving and operating specialized equipment.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 42/139 : **OPERATOR (GRADER) REF NO: DRPW/HR030/2024 (X3 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Calvinia
REQUIREMENTS : Junior certificate, Code EC Driver's License, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP. Driving and operating specialized equipment.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 42/140 : **OPERATOR REF NO: DRPW/HR031/2024 (X4 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Kuruman

REQUIREMENTS : Junior certificate, Code EC Driver's License, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP. Driving and operating specialized equipment.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Ms. E. Modise Tel No: (053) 773 9400

POST 42/141 : **CLEANER REF NO: DRPW/HR032/2024 (X11 POSTS)**

SALARY : R131 265 per annum (Level 02)
CENTRE : Kimberley
REQUIREMENTS : ABET
DUTIES : Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

ENQUIRIES : Mr. O.B. Sedisho Tel No: (053) 839 2756

POST 42/142 : **CLEANER REF NO: DRPW/HR033/2024 (X3 POSTS)**

SALARY : R131 265 per annum (Level 02)
CENTRE : Kimberley
REQUIREMENTS : ABET
DUTIES : Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

ENQUIRIES : Ms. M. Kgomongwe Tel No: (053) 839 2756

POST 42/143 : **CLEANER REF NO: DRPW/HR034/2024 (X2 POSTS)**

SALARY : R131 265 per annum (Level 02)
CENTRE : De Aar
REQUIREMENTS : ABET
DUTIES : Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

ENQUIRIES : Mr. E. Jobe Tel No: (053) 631 1355

POST 42/144 : **CLEANER REF NO: DRPW/HR035/2024 (X3 POSTS)**

SALARY : R131 265 per annum (Level 02)
CENTRE : Upington
REQUIREMENTS : ABET
DUTIES : Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

ENQUIRIES : Mr. T. Nyongwana Tel No: (054) 332 4473

POST 42/145 : **CLEANER REF NO: DRPW/HR036/2024 (X3 POSTS)**

SALARY : R131 265 per annum (Level 02)
CENTRE : Springbok
REQUIREMENTS : ABET
DUTIES : Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and

equipment, cleaning of machines and equipment after use, request cleaning materials).

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 42/146 : **CLEANER REF NO: DRPW/HR037/2024 (X3 POSTS)**

SALARY : R131 265 per annum (Level 02)

CENTRE : Kuruman

REQUIREMENTS : ABET

DUTIES : Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

ENQUIRIES : Mr. P. Bosman Tel No: (053) 773 9400

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

APPLICATIONS : Applications must be submitted online at E-Mail: oprecruitment5@nwpg.gov.za, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

CLOSING DATE : 29 November 2024

NOTE : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. No appointment to an SMS post shall be approved without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

MANAGEMENT ECHELON

POST 42/147 : **DIRECTOR: FORENSIC COORDINATION REF NO: NWP/OOP/2024/15**
Purpose: To strategically manage and conduct forensic coordination in the Office of the Premier
(Re-Advert, Candidates who previously applied for this re-advertised position are encouraged to re-apply if they are still interested)

SALARY : R1 216 824 per annum (Level 13), (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification at NQF Level 7. Minimum 5 (five) years of experience at middle/senior management level. Five (5) years of forensic investigations experience. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Extensive knowledge of fact-finding techniques and investigative procedures applicable to forensic

Investigators. Strategic capability and leadership, Programme and project management, financial management, change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

DUTIES

: Manage forensic coordination strategies. Manage forensic services methodology. Marketing forensic services and role in Provincial strategic processes. Monitor case/project planning and execution. Manage the provision of reports and monitor progress in forensic investigation and performance and human resource management

ENQUIRIES

: Mr. B. Chuma Tel No: (018) 388 3414

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

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

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

OTHER POSTS

POST 42/148 : **MEDICAL SPECIALIST GRADE 1 TO 3: FAMILY PHYSICIAN**
Chief Directorate: Metro Health Services

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

CENTRE : Retreat Community Health Centre

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Family Physician. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist, Family Physician. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Inherent requirements of the job: Valid driver's licence (Code B/EB). Working Commuted Overtime at the 24-hour facilities. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Appropriate experience working at a Primary Healthcare facility in a District Health system. Clinical knowledge to manage complex clients referred from other clinical staff and liaise with other specialists for more advanced care. Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting. Experience in facilitating clinical teaching, learning and assessment of both undergraduate and postgraduate health sciences students. Ability to support research activities, including postgraduate research supervision. Clinical governance skills, including quality improvement methodology. Knowledge of People Management, finance and supply chain management to support clinical service provision. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Participate in Specialist Consultant on call rosters.

DUTIES : Clinical services as a consultant and clinician. Clinical teaching and training. Clinical Governance and quality management. Academic educational activities, teaching of undergraduate and postgraduate students and research. People management of clinical staff and supporting the budget management related to clinical services.

ENQUIRIES : Dr K Murie, Tel No: (021) 797 8451 – Southern Western Substructure Office / Ms S Meyer Tel No: (021) 713 9741 – Facility Manager at Retreat CHC

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 the Chief Directorate: MHS for a period of 3 months from date of advert.

| | | |
|----------------------------|---|--|
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/149</u> | : | <u>SENIOR REGISTRAR (PULMONOLOGY)</u> (2-Year Contract) |
| <u>SALARY</u> | : | R1 271 901 per annum, (A portion of the package can be structured according to the individual's personal needs) |
| <u>CENTRE</u> | : | Groote Schuur Hospital, Observatory |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Registration with the Professions Council: Registration with the HPCSA as a Medical Specialist. Experience: None after registration with the HPCSA as a Medical Specialist. Inherent requirements of the job: Commuted overtime is compulsory. Completion of MMED & FCP(SA) qualifications. Competencies (knowledge/ skills): Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Knowledge and appropriate approach to investigations of common cardiovascular disorders. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). |
| <u>DUTIES</u> | : | Clinical service provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff. |
| <u>ENQUIRIES</u> | : | Email: Keertan.dheda@uct.ac.za or Tel No: (021) 406-6422 |
| <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 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. 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. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/150</u> | : | <u>MEDICAL SPECIALIST GRADE 1 TO 3 (CLINICAL SERVICES) (PSYCHIATRY)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). |
| <u>CENTRE</u> | : | Karl Bremer Hospital (The post is a joint appointment with the Department of Psychiatry, University of Stellenbosch). |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with the Professions Council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's license. Participation in a rotational commuted overtime that requires work on weekends, nights and public holidays. Competencies (knowledge/ skills): Strong record of clinical expertise, clinical governance, |

- research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching.
- DUTIES** : Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment area. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.
- ENQUIRIES** : Dr R Ortel Tel No: (021) 918 1733
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 29 November 2024
- POST 42/151** : **REGISTRAR (MEDICAL) GRADE 1 (PUBLIC HEALTH MEDICINE) (X3 POSTS)**
Directorate: Health Intelligence
(4-Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town (University of Cape Town (X2 Posts)/ University of Stellenbosch (X1 Post)
: 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 a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Each registrar will be expected to rotate through various institutions in the Western Cape. Each registrar must register for the MMED in Public Health Medicine at the higher education institution that the post is allocated to. Competencies (knowledge/skills): Computer literacy, and the ability to learn new technical skills. The candidate must have a strong understanding of public health, health systems and health policy. Excellent verbal and written communication skills. Good interpersonal and time-management skills. The successful candidate is expected to be technically competent, to align to the values of the Department of Health and Wellness and to be kind.
- DUTIES** : Public Health medical service provision in the public sector 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.
- ENQUIRIES** : Ms L Shand Tel No: (021) 483 2639 or Email: Lesley.shand@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 the post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. 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.” Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. 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. 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. “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). Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures.

- CLOSING DATE** : 29 November 2024
- POST 42/152** : **MEDICAL OFFICER GRADE1 TO 3 (PSYCHIATRY)**
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** : Stikland Hospital
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: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. One (1) year's 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 Five (5) appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of six (6) relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service required in South Africa. **Grade 3:** A minimum of Ten (10) year's appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of eleven (11) year's 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: Willing and able to work shifts. Willing and able to participate in after-hours duties. Willing and able to work with patients with infectious diseases. A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.
- DUTIES** : Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
- ENQUIRIES** : Prof L Koen Tel No: (021) 940 8718

- 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. Candidate will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 29 November 2024
- POST 42/153** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS) (X4 POSTS)**
- 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** : 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: Willingness to work commuted overtime (compulsory).
- DUTIES** : To render a comprehensive clinical service in Paediatrics and Neonatology covering day-time work and after-hours duties. To provide inpatient and/or outpatient care, including clinical teaching, administration, management and research.
- ENQUIRIES** : Dr G. Kali Tel No: (021) 938 9584
- 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. "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** : 29 November 2024
- POST 42/154** : **MEDICAL OFFICER GRADE 1 TO 3**
Chief Directorate: Emergency And Clinical Services Support
- 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**

: Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute
: Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with the Professions Council: Registration with the Health Professions Council of South Africa 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 a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees., of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's licence. Will be required to perform medico-legal autopsies in the examination of unnatural death admissions. Will be required to perform work duties outside normal working hours and away from base of employment. Knowledge of the functioning of a Forensic Pathology Department. Will be required to deliver expert testimony in court proceedings and provide opinions for prosecutors. Ability to teach Medical students, Forensic Pathology Officers and Medical Staff. Ability to do the Diploma in Forensic Pathology. Exposure to postmortems, autopsy work and dissection. Appropriate experience in trauma related cases. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Administration skill. Good interpersonal skills including effective service delivery within a group situation at all levels of authority.

DUTIES

: Perform postmortems at Medical Officer level, completion of investigations and documentation in relevant cases timeously, and provide opinions in judiciary proceedings related thereto. Expert evidence in court related cases as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Head: Clinical Unit and Medical Specialists in all aspects required. Guidance of Forensic Pathology Officers with regard to performance of postmortems. Assist with teaching and training of Medical, Criminal investigation and justice groups in medico-legal autopsies and related investigations.

**ENQUIRIES
APPLICATIONS**

: Professor Lorna J. Martin, email: (lornaj.martin@uct.ac.za)
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates will be subjected to a security clearance prior to appointment. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Observatory Forensic Pathology Institute, Forensic Medicine and Toxicology, University of Cape Town for a period.

CLOSING DATE

: 29 November 2024

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| <u>POST 42/155</u> | : | <u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Stikland Hospital 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: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. One (1) year's 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 Five (5) appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. - A minimum of six (6) relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service required in South Africa. Grade 3: A minimum of Ten (10) year's appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of eleven (11) year's 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: Willing and able to work shifts. Willing and able to participate in after-hours duties. Willing and able to work with patients with infectious diseases. A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills. |
| <u>DUTIES</u> | : | Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Prof L Koen Tel No: (021) 940 8718 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. Candidate will be subjected to a practical/written and oral assessment. 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. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/156</u> | : | <u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: THEATRE)</u> |
| <u>SALARY</u> | : | R656 964 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Tygerberg Hospital, Parow Valley 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 Medical and Surgical Nursing Science: Operating Theatre |

Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in a theatre setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms F Baartman Tel No: (021) 938 4055
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post.
- CLOSING DATE** : 29 November 2024

POST 42/157 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

- SALARY** : R656 964 per annum
- CENTRE** : Bredasdorp CDC, Cape Agulhas Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registered with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid code B/EB/C1 driver's license willingness to travel. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Effective communication skills. Computer literacy (MS Word and Excel).

DUTIES : Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Effective Management of support services which include Information Management regarding data collection, verification, report writing and submission of data, Human Resource Management, i.e., supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

- ENQUIRIES** : Ms G Van Der Westhuizen Tel No: (028) 514 8400
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 29 November 2024

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| <u>POST 42/158</u> | : | <u>CHIEF MEDICAL TECHNOLOGIST GRADE 1 TO 2</u> Chief Directorate: Emergency and Clinical Services Support |
| <u>SALARY</u> | : | Grade 1: R545 262 per annum Grade 2: R623 229 per annum |
| <u>CENTRE</u> | : | Forensic Pathology Services, Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Technologist in Histopathology. Registration with a Professional Council: Registration with the HPCSA as Medical Technologist in Histopathology. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA in Medical Technology (Histopathology). Inherent requirement of the job: A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and administrative skill and Laboratory Staff Management, with above-average technical skills and problem-solving ability under pressure. Above-average ability to communicate clearly and discreetly in person and in writing. Knowledge of the applicable sections of the Occupational Health and Safety Act, the National Health Act and the Inquests Act, as well as the processes and procedures associated with laboratory accreditation. Knowledge of the applicable laboratory information system. Above-average computer and software literacy in at least MS Excel and Word. Knowledge of the medico-legal principles, including maintenance of chain of custody, that form the cornerstone of all medical laboratories but is of particular importance in a Forensic laboratory set-up. Competent in numerical assessment, planning, forecasting and checking (budget, procurement, stores, claims, etc.). Appropriate mortuary environment experience. Appropriate supervisory experience, preferably in the medico-legal laboratory environment. Appropriate experience in Immunohistochemistry. Appropriate experience with LIMS. |
| <u>DUTIES</u> | : | An effective and efficient management of clinical service and transformation of the forensic histopathology laboratory. An effective and efficient management of clinical governance and quality assurance of the forensic histopathology laboratory. An effective and efficient management of corporate governance within the forensic histopathology laboratory. An effective and efficient management of administrative and academic responsibilities pertaining to the forensic histopathology laboratory. |
| <u>ENQUIRIES</u> | : | Professor Lorna J. Martin (lornaj.martin@uct.ac.za) |
| <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 will be subjected to a practical test. Shortlisted candidates will be subjected to a security clearance prior to appointment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Observatory Forensic Pathology Institute, Forensic Medicine and Toxicology, University of Cape Town for a period of 3 months. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/159</u> | : | <u>CHIEF ARTISAN GRADE A: BUILDING MAINTENANCE</u> Directorate: Engineering and Technical Services |
| <u>SALARY</u> | : | Grade A: R455 223 per annum |
| <u>CENTRE</u> | : | Head Office, Cape Town, (Metro East Hub, on the grounds of Lentegour Hospital) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate Trade Test Certificate in Building Maintenance. Experience: Ten years post qualification experience as an Artisan/Artisan Foreman. Appropriate supervisory/managerial experience of a multidiscipline workshop (Building, Plumbing, Carpentry and Painting. Sound SCM and Finance experience. Inherent requirements of the Job: Will have to work overtime and standby should the need arise, day or night. Valid (Code |

B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Sound knowledge of HRM. Sound SCM and Finance experience.

DUTIES : Supervision of workshop staff. Control over workshop, equipment, tools, plant and spares. Supervision and assistance with the execution of engineering projects/repairs at various Health Institutions and Clinics. Liaise with engineering management and private sector. Planning/scheduling of staff, project plants, repairs and equipment. Budgeting and expenditure control in respect of workshop. Drafting of monthly reports.

ENQUIRIES : Mr S Reichert Tel No: (021) 830 3768
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 : 29 November 2024

POST 42/160 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PHC) (X5 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 per annum

Grade 2: R553 545 per annum

CENTRE : Khayelitsha Community Health Centre (X1 Post)

Nolungile Community Day Centre (X2 Posts)

Nomzamo Community Day Centre (X1 Post)

Kleinville Community Day Centre (X1 Post), Khayelitsha/Eastern Sub-Structure

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification, with a duration of at least 1 year accredited with the SANC in the following: Diploma in Clinical Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as 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 periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification in Clinical Science, Health Assessment, Treatment and Care (R48). Inherent requirement of the job: A valid driver's license. Willingness to work after hours. Competencies (knowledge/skills): Knowledge of procedures relating to nursing education, training and of basic post basic nursing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Manage and provide quality comprehensive Primary Health Care. Plan and implement Health Promotion and Prevention activities. Link with community structures and NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.

ENQUIRIES : Ms C Steyn Tel No: (021) 360 4713
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Clinical Nurse Practitioner (PHC) 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 : 29 November 2024

POST 42/161 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY)**
Chief Directorate: Metro Health Services

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

CENTRE : Helderberg Hospital, Khayelitsha/Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic/Advanced Nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the Professions Council: Registration with the SANC as Professional Nurse (General and Midwifery). Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty) and be on call. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Computer literacy in MS office.

DUTIES : Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.

ENQUIRIES : Sr T Khumalo Tel No: (021) 850 4752

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 of the interview. This concession is only applicable on health professionals who must apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 29 November 2024

POST 42/162 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE) (CLINICAL FACILITATOR)**

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14

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| | | years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing. Competencies (knowledge/skills): Excellent verbal and written communication skills. Computer literacy, (MS Word, Excel PowerPoint and Internet) and Presentation skills. Ability to work effectively in a multi-disciplinary team. Extensive knowledge of Acts, policies, protocols and procedures within the Theatre units with regards to Quality Practices. Extensive knowledge of nursing practices and knowledge of basic and post-basic training programmes. |
| <u>DUTIES</u> | : | Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training updating of skills and competencies as well as the orientation programme for nurses and students and support nursing research. Evaluate and assess the competencies and skills of nursing personnel and students. Ensure the appropriate placement and accompaniment of nursing personnel and nursing students. Effective utilization of financial and human resources. |
| <u>ENQUIRIES</u> | : | Ms F Baartman Tel No: (021) 938 4055 |
| <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 Medical and Surgical Nursing Science: Operating Theatre Nursing 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 TBH for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/163</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: SURGICAL) (CLINICAL FACILITATOR)</u> |
| <u>SALARY</u> | : | Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum |
| <u>CENTRE</u> | : | Tygerberg Hospital, Parow Valley |
| <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 a Professional Nurse. A post-basic nursing qualification, with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. Competencies (knowledge/skills): Excellent verbal and written communication skills. Computer literacy, (MS Word, Excel PowerPoint and Internet) and Presentation skills. Ability to work effectively in a multi-disciplinary team. Extensive knowledge of Acts, policies, protocols and procedures within the Ophthalmology or Orthopedics units with regards to Quality Practices. Extensive knowledge of nursing practices and knowledge of basic and post-basic training programmes. |
| <u>DUTIES</u> | : | Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training updating of skills and competencies as well as the orientation programme for nurses and students and support nursing research. Evaluate and assess the competencies and |

skills of nursing personnel and students. Ensure the appropriate placement and accompaniment of nursing personnel and nursing students. Effective utilization of financial and human resources.

ENQUIRIES APPLICATIONS : Ms F Baartman Tel No: (021) 938 4055
: 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 Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing 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 TBH for a period of 3 months from date of advert.

CLOSING DATE : 29 November 2024

POST 42/164 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Alexandra Hospital
: Minimum educational qualification: Appropriate 4-year National Diploma/Degree or equivalent in Health Sciences registrable with the South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate work experience with regards to quality related aspects in a hospital or health service environment. Inherent requirements of the job: Valid driver's licence (code B/BE). Computer literacy in Microsoft Office. Competencies (knowledge/ skills): Knowledge of the Quality Assurance framework as well as the Occupational Health and Safety Act and infection control practices. 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 APPLICATIONS : Ms L Saville Tel No: (021) 503 5009
: 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, oral and competency assessment

CLOSING DATE : 29 November 2024

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| <u>POST 42/165</u> | : | <u>MEDICAL ORTHOTIST PROSTHETIST GRADE 1 TO 3 (ORTHOTIC AND PROSTHETIC CENTRE)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Western Cape Rehabilitation Centre Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Medical Orthotist and Prosthetist. Registration with a Professional Council: Registration as Medical Orthotist and Prosthetist with HPCSA. Experience: Grade 1: None after registration with the HPCSA as a Medical Orthotist Prosthetist. One-year relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist. Minimum of 11-year relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist. Minimum of 21-year relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Technical Skills: Proficiency in designing and fabricating orthotic and prosthetic devices. Anatomical Knowledge: Understanding of human anatomy and biomechanics. Interpersonal Skills: Ability to communicate effectively with patients and healthcare professionals. Problem-Solving: Skill in diagnosing issues with devices and making necessary adjustments. Manual Dexterity: Precision and skill in handling tools and materials for creating custom devices. Computer literacy skills with competency in MS Office package (MS word, PowerPoint etc.) |
| <u>DUTIES</u> | : | Patient Assessment: Evaluate patients' needs by examining medical histories, physical conditions, and understanding their requirements for orthotic or prosthetic devices. Design and Fabrication: Design and create custom orthotic and prosthetic devices, ensuring they meet the specific needs and measurements of each patient. Fitting and Adjustment: Fit and adjust the devices to ensure proper function, comfort, and alignment. This involves multiple fittings and modifications. Patient Education: Educate patients on the use, care, and maintenance of their orthotic or prosthetic devices. Follow-Up Care: Provide ongoing support and adjustments to devices as necessary, ensuring optimal long-term use and patient satisfaction. Collaboration: Work with other healthcare professionals, such as doctors and physical therapists, to develop comprehensive treatment plans for patients. Provide and supervise the training of students MOPs and In-service trainees. Comprehensive clinical governance and Clinical Practice review, including the implementation of clinical protocols, guidelines, and SOPs. Participate in MOP Centre meetings and perform duties delegated by the CMOP including acting position as CMOP. Correct material and Stats. Maintenance, Admin and Development: Machinery, tools and equipment in good working condition. |
| <u>ENQUIRIES</u> | : | Ms M Brink Tel No: (021) 531 5300 |
| <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. Candidates will be subjected to a practical/written and oral assessment. 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. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |

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| <u>POST 42/166</u> | : | <u>OCCUPATIONAL HEALTH AND SAFETY OFFICER</u> Directorate: Assurance |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Head Office, Cape Town |
| <u>REQUIREMENTS</u> | : | Minimum educational qualifications: Appropriate three-year National Diploma or Degree/ (NQF Level 6) qualification in health and safety management or related field. Experience: Appropriate experience in occupational health and safety management. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Occupational Health and Safety, Quality Assurance Component and Directorate Assurance. Client and task orientated. A sound knowledge of Occupational Health & Safety Act 85 of 1993 and relevant regulations. A sound knowledge of Compensation for Occupational Injuries and Disease Act 130 of 1993. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, Power Point and E-mail. |
| <u>DUTIES</u> | : | Promotion of a safe health care environment through monitoring and management of the occupational health and safety risks within the district. Workplace Health Risk Assessments (HRA), hazardous chemical agents' inventory, monitoring and evaluation. Oversee district and facilities compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Establish and co-ordinate the activities of the local Health and Safety Committees. Ensure compliance with legally required appointments in terms of the OHS Act. Education and training within areas of control. Develop staff literacy and expertise on Occupational Health and Safety principles, practices and guidelines within the district and the facilities. Health and safety promotion. Ensure effective administration of the occupational health and safety activities. Continuous Professional Development. Maintain scientific, regulatory, and business knowledge appropriate to the profession. |
| <u>ENQUIRIES</u> | : | Dr Z Sondag, email: Zahida.Sondag@westerncape.gov.za |
| <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. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/167</u> | : | <u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Garden Route District |
| <u>SALARY</u> | : | Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum |
| <u>CENTRE</u> | : | Hessequa Sub District (PHC Support) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist 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: Current valid driver's licence (Code B/EB). Competencies |

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| | | (knowledge/skills): Excellent communication skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory. |
| <u>DUTIES</u> | : | Provide Occupational Therapy service (individual patient assessments and treatment of patients) at Riversdale district hospital and Hessequa Sub-District Clinics. Functional rehabilitation of patients including hand rehabilitation. Health education and group therapy. Coordinate, assess, prescribe, order and fitting of wheelchairs, as well as assistive devices. Service and repair wheelchairs as well as support wheelchair repair workshops. Administration of Occupational Therapy service in the subdistrict. |
| <u>ENQUIRIES</u> | : | Dr G van Tonder Tel No: (028) 713 8640 |
| <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 Hessequa Sub District for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/168</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Groote Schuur Hospital, Observatory |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in applying legislation and policies related to Occupational Health and Safety, Health Care Waste Management and Environmental Health. Competencies (knowledge/skills): Project management skills, research, policy development and practical knowledge of relevant legislation and policies related to occupational health and safety, Practice knowledge of Occupational Health and Risk Management and Practical knowledge of research methodology and Quality Management. Computer skills. Leadership, conflict resolution and problem-solving skills. Attention to detail and ability to work independently. |
| <u>DUTIES</u> | : | Ensure facility complies with relevant Occupational Health and Safety and health care waste management requirements, legislation, codes of practice standards and norms. Investigate report on and assist with resolving Occupational Health and Safety and health care waste incidents at facility. Manage and facilitate occupational health and safety and health care waste management training at the facility. Development of policies, standard operating procedures, norms and standards. Conducting site visits and inspections. Compilation of reports and reports writing and collating information and maintain databases. |
| <u>ENQUIRIES</u> | : | Mr N Benting Tel No: (021) 404 6367 |
| <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. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/169</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: HRM</u> Chef Directorate: Rural Health Services |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Worcester Regional Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Human Resource Administration. Appropriate supervisory experience. Appropriate experience of the PERSAL System. Inherent requirements of the job: A valid code EB/B driver's license. Ability to work overtime if needed. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. Good interpersonal and conflict |

resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Be able to work accurately at a fast pace and under pressure.

DUTIES : Coordinate, implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, pension, leave and administration in general as applicable in a staff office. Management of PERSAL functions. Ensure efficient and effective quality and risk management in HR, including audit compliance, databases and reports. Interpret and implement policies, regulations and procedures and provide an effective and efficient assistance and support to clients, personnel, management and supervisors. Manage and supervise of the general staff office with a very high workload, which are responsible for all personnel and related matters.

ENQUIRIES : Ms EM Koopman Tel No: (023) 348 1102

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. Applicants will be required to undergo practical testing

CLOSING DATE : 29 November 2024

POST 42/170 : **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R308 247 per annum
Grade 2: R376 416 per annum
Grade 3: R452 667 per annum
Grade 4: R554 919 per annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with the Professions Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Inherent requirements of the job: A valid code B/EB driver's license. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy, good verbal and written communication.

DUTIES : Provide clinical social work services with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities. Utilise specialist knowledge and skills to conduct psychosocial assessments, individual and family counselling. Network effectively internally with the multi-disciplinary team as well as with relevant external role players. Conduct appropriate referrals to relevant role players/stakeholders. Actively contribute to develop a care and safe discharge plan. Deliver accountable services through the application of the Social Work administrative process. Ensure continued professional development by keeping updated with developments in the field.

ENQUIRIES : Dr LB Murphy Tel No: (021) 571 8040

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

NOTE : Shortlisted candidates will be subjected to a practical assessment. 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 applicants will be considered for other similar

posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

- CLOSING DATE** : 29 November 2024
- POST 42/171** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
West Coast District
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
Swartland Hospital, Swartland Sub-district
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Strong leadership, managerial, organizational, strategic, operational and contingency planning skills. Independent decision- making, problem solving and interpersonal skills.
- DUTIES** : Effective management and supervision for the support sections including Linen Bank, Waste management, Porter service, grounds maintenance, Telecommunication and registry, Food Service, Transport and Technical Workshop. Effective management of outsourced contract services. Effective management of resources including people management and finance and assets.
- ENQUIRIES APPLICATIONS** : Mr GO Waneburg Tel No: (022) 487 9202
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
- CLOSING DATE** : 29 November 2024
- POST 42/172** : **INDUSTRIAL TECHNICIAN PRODUCTION (COMMUNICATION WORKSHOP)**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
Tygerberg Hospital, Parow Valley
Minimum educational qualification: National Diploma (T- N- or S- Stream) or a B-tech degree (or equivalent) in Electrical Engineering. (Heavy or Light current). Experience: Appropriate experience in the repair and maintenance of medical equipment in Clinical Engineering Environment and be willing to be trained in-house on ongoing basis. Inherent requirements of the job: Valid driver's licence. Excellent ability to fault-find and repair down to component level. Competencies (knowledge/skills): Proven ability in fault finding and repair of hydraulics, pneumatics, fine machines, communication equipment, access control and electronic equipment and other equipment maintained by Clinical Engineering. Good verbal and written communication skills. Candidate must have experience to manage, plan, and organise maintenance schedules. Proven Computer literacy with experience in MS Access, Word and Excel. Good interpersonal relations. Ability to correctly interpret procedures and directives. Ability to lathe, milling, weld, interpretation of circuit diagrams and solder work. Knowledge of the Occupational Health and Safety Act.
- DUTIES** : Carry out maintenance, repairs, calibration, modifications and installation of communication, access control, nursing call and related devices. Ensuring that the equipment meets legal and safety standards. Draft detailed technical specifications for equipment under the unit's control. Provide optimal support, assistance/ training to colleagues, management and clinical staff. Keep an up-to-date record system and administration function regarding the unit's functioning and the equipment maintenance and evaluation. Participate in the liaison with service providers and agents to negotiate quotations and maintenance costs in the absence of the unit manager of the Communication Department. Liaise with clients and colleagues with regards to information and work progress.
- ENQUIRIES APPLICATIONS** : Mr JD Du Preez / Ms. M. Rossouw Tel No: (021) 938 4634
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. Applicants invited to an interview will be subjected to a practical/ competency test on a date suitable to the Clinical Engineering Department.

CLOSING DATE : 29 November 2024

POST 42/173 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Garden Route District

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

CENTRE : Alan Blyth Hospital, Oudtshoorn & Kannaland Sub District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **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 requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Valid (Code B/EB) driver's licence and willingness to travel. Ability to work in a team across the service platforms and willingness to rotate within the Sub-district. Competencies (knowledge/skills): Effective verbal and written communication skills. Excellent communication with community and interpersonal communication skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days Computer literate in Microsoft office programs.

DUTIES : Provide direction, supervision and implementation of Quality Nursing Care. Implement nursing care and delegation of nursing care activities according to legislation. Implement standards, policies and guidelines to ensure Quality of Nursing Care is delivered. Participate in Audits and implement Quality improvement initiatives. Support to supervisor and colleagues by team participation. Effective utilisation of Human resources, Material Resources and Physical Resources.

ENQUIRIES : Ms A Laubscher Tel No: (028) 5511 010

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

CLOSING DATE : 29 November 2024

POST 42/174 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing

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| | | Practices, Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment. |
| <u>DUTIES</u> | : | Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms T Wulff, Tel No: (021) 404 2109 |
| | : | 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)". Short-listed candidates may be subjected to a compulsory competency test. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/175</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Overberg District |
| <u>SALARY</u> | : | Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Otto Du Plessis Hospital |
| | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. |
| <u>DUTIES</u> | : | Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms N Adams Tel No: (028) 424 1167 |
| | : | 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 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 Oudtshoorn and Kannaland Sub District for a period of 3 months from date of advert.”

- CLOSING DATE** : 29 November 2024
- POST 42/176** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X4 POSTS)**
Chief Directorate Metro Health Services
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE** : Mitchells District Plain Hospital:
Medicine Male ward (X1 Post)
Theatre (X1 Post)
Trauma & Emergency (X1 Post)
Overnight Ward (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/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 requirements of the job: Ability and willingness to work weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Willingness to rotate to other departments due to operational requirements. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Conflict management, problem solving and decision-making skills. Ability to facilitate training.
- DUTIES** : Provide direction and supervision for the implementation of quality comprehensive nursing care in a hospital setting. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
- 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 stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.”
- CLOSING DATE** : 29 November 2024
- POST 42/177** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (PHC)**
Cape Winelands Health District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE** : Drakenstein Sub-district
- REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and

Midwife. Registration with the Professions Council: Registration with the SANC 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/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : Assist with management of Burden of disease in accordance with the guidelines and protocols of the western cape. Provide quality of care to all patients within PN scope of practice, in consideration of their presented health issue. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness in the of health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES APPLICATIONS : Ms J Bosch Tel No: (021) 862 4520
: 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 Drakenstein Sub District for a period of 3 months from date of advert.

CLOSING DATE : 29 November 2024

POST 42/178 : **AUDIOLOGIST GRADE 1 TO 3 (5/8TH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R235 329(5/8th) per annum
Grade 2: R274 848(5/8th) per annum
Grade 3: R321 741(5/8th) per annum

CENTRE REQUIREMENTS : Khayelitsha Eastern Sub-structure
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as either an Audiologist or a Speech therapist and Audiologist. Registration with the Professions Council: Registration with the HPCSA as an Audiologist. Experience: **Grade 1:** None after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of RSA qualified employee. 1-year relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Audiologist or Speech therapist and Audiologist in respect of

foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/ skills): Relevant skills in assessing, developing and implementing Audiology intervention. Sound knowledge of relevant national, provincial legislation Health Care 2030. Experience in student training/supervision. Basic computer skills in MS Word, Excel, Outlook. Ability to work independently and good administrative skills.

DUTIES : Coordinate, manage and develop audiology services for a designated area. Clinical Management of patients referred to audiology services at the PHC facilities. Effective and efficient management of physical resources. People management (Rehab Care Workers, students, volunteers). Participate in and contribute to education and training activities. Liaise and collaborate with stakeholders. Screen, assess and intervene as required and is relevant & appropriate. Link to appropriate levels of care.

ENQUIRIES APPLICATIONS : Ms A Bedford-Titus Tel No: (021) 360-4622
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 29 November 2024

POST 42/179 : **ADMINISTRATION CLERK: SUPPORT (HELPDESK/QUALITY ASSURANCE) (X2 POSTS)**
Chief Directorate: Rural Health Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
: Worcester Regional Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in an administration environment. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Knowledge of complaints management, excellent interpersonal skills, excellent communication skills as well as good telephone etiquette, problem solving skills and conflict management. Trustworthiness and ability to handle all information with confidentiality, be able to do innovative thinking, work independently and under pressure.

DUTIES : Helpdesk duties, (including welcoming of patients and visitors to the facility, handling of all enquiries, answering of telephones and referral of enquiries, assist with wayfinding). Human resources duties. Administrative duties, including drawing of inpatient lists - mid-day and midnight, administrative support to the supervisor, accurate recordkeeping, electronic filing systems. Identification and reporting of risks to supervisor.

ENQUIRIES APPLICATIONS : Ms S Nieuwoudt Tel No: (023) 348 6455
: 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. Applicants will be required to undergo practical testing.

CLOSING DATE : 29 November 2024

POST 42/180 : **BUILDING MANAGEMENT SYSTEM: OPERATOR (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in operation of Building Management Systems (BMS) software. Basic experience in Electrical or Electronic systems.

Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Computer Literacy (MS Word, MS Excel, MS Outlook). Ability to perform minor general BMS repairs and maintenance. Ability to monitor and acknowledge faults through BMS software and the ability to carry out general electrical and/or electronic tasks. Electrical or Electronic background will be an added advantage.

DUTIES : Provide effective technical support to the supervisor. Control over service contractors in the division. Keep an up-to-date record of systems and administration functions regarding the BMS functioning, equipment maintenance and evaluation as well as managing, monitoring and assisting with general BMS related tasks. Undertake the input of information in computer applications. Handle BMS machinery and equipment as well as telephonic queries as well as executing minor general BMS and Electronic Security Systems repairs. Perform routine maintenance on BMS and associated systems and assist other components within the department set-up when it is required.

ENQUIRIES : Mr AK Mgcodo / Mr N Sauls Tel No: (021) 404 6251 / 5055
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 29 November 2024

POST 42/181 : **ADMINISTRATION CLERK: SUPPORT (ACUTE TB / SUB ACUTE)**
West Coast District

SALARY : R216 417 per annum
CENTRE : Sonstraal Transitional Care Hospital, Paarl
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Access) (proof of training must be attached only when shortlisted). Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Excellent typing and minute taking skills. Good planning, organizational and interpersonal skills.

DUTIES : Administrative functions within the unit. Duties regarding the availability of adequate stock (consumables) in the nursing unit. Render general support service. Effective patient administration. Support to Supervisor.

ENQUIRIES : Ms N Liebenberg Tel No: (021) 815 8340
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 29 November 2024

POST 42/182 : **ADMINISTRATION CLERK: WARDS**
West Coast District

SALARY : R216 417 per annum
CENTRE : Vredendal Hospital (Male Ward)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in a health-related environment. Inherent requirements of the job: Willingness to relieve other Ward Clerks. Working knowledge of the Clinicom and LOGIS systems. Competencies (knowledge/skills): Good interpersonal and organisational skills, and computer literacy (MS Office). Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent verbal and written communication skills.

DUTIES : Administrative functions within the Ward. Duties regarding the availability of adequate stock (consumables) in the nursing unit. Data collection. Support to the supervisor.

ENQUIRIES : Ms CJW Basson Tel No: (027) 213 2039
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 29 November 2024

- POST 42/183** : **SECRETARY**
Garden Route District
- SALARY** : R216 417 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12 plus Computing and Computer Applications. Experience: Appropriate experience in office administration as well as a meeting management skill (agendas, minutes and reports). Typing and computer skills (MS Word, MS Office, Excel, Power Point and e-mail). Inherent requirements of the job: Valid (Code B/EB) driver's licence, with willingness to drive a government vehicle. Appropriate experience as a secretary in a health environment. Competencies (knowledge/skills): Good communication and interpersonal skills, including good telephone etiquette. Ability to handle conflict and manage difficult clients. Ability to follow through instructions independently and to take initiative. Ability to function in a team and always maintain confidentiality.
- DUTIES** : Maintain the effective and efficient general office administration and ad-hoc duties to the medical manager and the primary health care manager as well as their teams of the Mossel Bay Sub-district. Maintain effective filing systems, do accommodation bookings and claims and stock management systems for PHC and Medical Manager. Organize functions and meetings (do agendas, set up/book venues, do minutes and write reports). Provide clerical and administrative functions to the Hospital Facility Board. Effectively manage medical legal risk matters, enquiries and police reports. Engage with public requests and patient complaints, compliments and suggestions.
- ENQUIRIES** : Dr J Botma Tel No: (044) 601 6101/ Ms A Lamprecht Tel No: (044) 604 6106
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 will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 29 November 2024
- POST 42/184** : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Emergency And Clinical Services Support
- SALARY** : R216 417 per annum
CENTRE : Forensic Pathology Service, George Laboratory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate administration experience. Inherent requirements of the job: Valid (Code B/EB) Driver's licence. Above-average Computer and Software literacy in MS Word, email, internet, Excel and MS Teams. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of Batho Pele. Ability to interpret and apply policies. Ability to work under pressure. Good organizational and reporting skills. Knowledge of BAS. Knowledge of LOGIS.
- DUTIES** : An effective support to the Manager: FPS Laboratory (M3-M4). Administering documentation in relation to Forensic Pathology Laboratory functional activities. Effective and efficient processing and filing of documentation. Effective control of reports and statements during and after the Forensic Mortuary process.
- ENQUIRIES** : Mr. FG Herwels Tel No: (044) 873 4370
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates will be subjected to a security clearance prior to appointment.
- CLOSING DATE** : 29 November 2024
- POST 42/185** : **ADMINISTRATION CLERK: SUPPORT (TRANSPORT)**
- SALARY** : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Transport and Support services experience. Inherent

requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive computer skills in MS Office (MS Word, Excel, Outlook). Excellent administrative experience and knowledge of policies and practices. Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circular 4 of 2000 and Government Motor Transport Handbook Version 1 of 2019. Good interpersonal skills, organizational skills, the ability to function under pressure and maintain confidentiality and excellent communication skills (verbal and written).

- DUTIES** : Provide an effective administrative service to the Transport Component. Ensure that vehicles are maintained (roadworthy, clean, regularly serviced and inspected). Provide a support function to the Supervisor with regards to prevention and reporting of misuse of Government Motor Transport and fraud investigation. Provide an effective and sufficient human resource management support function. Complete and maintain registers and information systems. Effective control over stock and equipment and the ordering of stock and equipment.
- ENQUIRIES** : Ms L White Tel No: (021) 938-4243
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates may be subjected to a practical test.
- CLOSING DATE** : 29 November 2024

POST 42/186 : **STAFF NURSE GRADE 1 TO 3 (X4 POSTS)**
Chief Directorate: Metro Health Services

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

- CENTRE** : Khayelitsha District Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Professions Council: Registration with the SANC as Enrolled Nurse. Experience: **Grade 1:** None
Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Annual receipt and licence to practice. Willingness to work overtime, shifts and do night duties. Willingness to rotate within the Hospital as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both written and verbal). Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.

- DUTIES** : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

- ENQUIRIES** : Ms N Sozele Tel No: (021) 360-4569
- 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 with the SANC (including individuals who must apply for change of registration status). 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** : 29 November 2024

POST 42/187 : **STAFF NURSE GRADE 1 TO 3**
Garden Route District

- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum

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| <u>CENTRE REQUIREMENTS</u> | Grade 3: R290 805 per annum Ladismith Hospital (Alan Blyth) Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Professions Council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Effective verbal and written communication skills. Self-discipline and motivation. Computer literacy in Microsoft office programs. |
| <u>DUTIES</u> | Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control. |
| <u>ENQUIRIES APPLICATIONS</u> | Ms A Laubscher Tel No: (028) 551 1010 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 may be requested to undertake practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Oudtshoorn and Kannaland Sub District for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | 29 November 2024 |
| <u>POST 42/188</u> | <u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2</u> Chief Directorate: Emergency And Clinical Services Support |
| <u>SALARY</u> | Grade 1: R205 733 per annum Grade 2: R239 658 per annum |
| <u>CENTRE REQUIREMENTS</u> | Forensic Pathology Service, George Laboratory Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 years' appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing to work shifts and overtime. Computer and software literacy. Will be required to deliver testimony in court proceedings. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to be trained in 4X4 vehicle handling. Ability to be trained in photography. Willingness to assist with duties in X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Willingness to be trained in Forensic Pathology Business Processes. Appropriate Forensic Pathology Service experience. Ability to achieve and maintain good interpersonal and working relations with staff and clients. |
| <u>DUTIES</u> | Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Observatory Forensic Pathology Institute. |
| <u>ENQUIRIES APPLICATIONS</u> | Mr RH Pietersen (Richard.Pietersen@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. Shortlisted candidates will be subjected to a practical and driving test. Candidates will be subjected to security clearance prior to appointment.
- CLOSING DATE** : 29 November 2024
- POST 42/189** : **TECHNICAL ASSISTANT (ELECTRONICS)**
- SALARY** : R183 279 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: General Education and Training certificate grade 10 (std 8). Experience: Appropriate experience in repairing and maintaining electronic equipment. Inherent requirement of the job: Ability to lift heavy machinery. Competencies (knowledge/skills): Computer literate. Good written and verbal communication. Willingness to work overtime. Ability to use hand and power tools.
- DUTIES** : Separating incoming work between Minor Work or Technical input required and completing tasks according to regulations and policies as well as liaising with clients regarding work in progress. Ensuring compliance with Occupational Health and Safety Act. Assisting other units within Clinical Engineering. Requesting of parts and servicing, maintaining internal records as well as assisting with reports and specifications where relevant Carry out minor repairs, maintenance, modifications, calibration and installation of electronic and related medical equipment. And assist technical staff with preventative and corrective maintenance. Basic fault finding and repairs to electronic equipment.
- ENQUIRIES** : Mr L van Niekerk Tel No: (021) 404-4402 / Mr B Williams Tel No: (021) 404-4024
- 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 required to undertake a practical test.
- CLOSING DATE** : 29 November 2024
- POST 42/190** : **CHIEF PORTER**
- SALARY** : R183 279 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate porter experience within a hospital environment and experience in checking and handling of oxygen cylinders. Basic Supervisory experience. Inherent requirements of the job: Work shifts, night shift, weekends and on public holidays. Relief work in other sections within the Porter Department. Competencies (knowledge/skills): Physically fit and able to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs and lifting of oxygen cylinders Knowledge of the Infection Prevention and Control Standards. Knowledge of the disciplinary code and Procedure as well as the Health and Safety Regulation. Good interpersonal and communication skills and knowledge of Contract Management.
- DUTIES** : Responsible for overall control, organizing, performing and coordinating of task related to Porters, Oxygen Cylinder, blood specimens, Infection Prevention Control, removal of bodies and folder management. To ensure safe transit of patients, collection and delivery of folders, blood and blood specimens and the maintenance of patient trolleys and wheelchairs. Attend various operational meetings. Co-ordinate the provision of training with regards to porter function, patient centered approach and the lifting and handling of patients. To provide an effective and efficient support to the Administrative Officer wrt to Personnel Administration (i.e. SPMS, Labour Related Issues, etc.,) and the selection and recruitment processes. Supervising of Porters, responsible for the monitoring of the agency staff and ensuring compliance wrt the SLA.
- 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. Shortlisted candidates may be subjected to a competency test on the day of interview.
- CLOSING DATE** : 29 November 2024

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| <u>POST 42/191</u> | : | <u>ARTISAN ASSISTANT</u> |
| <u>SALARY</u> | : | R183 279 per annum |
| <u>CENTRE</u> | : | Western Cape College of Nursing, Metro Campus, Athlone |
| <u>REQUIREMENTS</u> | : | Minimum educational qualifications: Grade 10 or equivalent. Experience: Appropriate experience with tasks performed in a workshop environment. Appropriate work experience with handyman related tasks (i.e. painting, building, electrical and plumbing, mechanical, etc.). Inherent requirements of the job: Valid Code B Drivers Licence. Willingness to work overtime when requested. Capability to do strenuous physical labour. Ability to do standby duties. Competencies (knowledge/skills): Basic knowledge of carpentry, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other related basic functions for a Handyman. Knowledge of Occupational Health and Safety Act. |
| <u>DUTIES</u> | : | Elementary maintenance, installation and repair works in the building service as well as exterior works on the premises at Artisan Assistant level. Maintenance, including painting, unblocking sewer systems/plumbing. Elementary maintenance, installation, repair, modify and manufacture items, equipment, and machines in the mechanical field under supervision of an Artisan. Elementary maintenance, repair and installations of equipment and electrical items, and repairs in the light current field. Responsible for basic administration work, completing job cards and supporting supervisor/Artisan. Transport Goods. |
| <u>ENQUIRIES</u> | : | Mr CC Brown Tel No: (021) 831 5817 |
| <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 may be subjected to a competency test. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/192</u> | : | <u>ARTISAN ASSISTANT</u> |
| <u>SALARY</u> | : | R183 279 per annum |
| <u>CENTRE</u> | : | Western Cape College of Nursing, Boland Overberg Campus, Worcester |
| <u>REQUIREMENTS</u> | : | Minimum educational qualifications: Grade 10 or equivalent. Experience: Appropriate experience with tasks performed in a workshop environment. Appropriate work experience with handyman related tasks (i.e. painting, building, electrical and plumbing, mechanical, etc.). Inherent requirements of the job: Valid Code B Drivers Licence. Willingness to work overtime when requested. Capability to do strenuous physical labour. Ability to do standby duties. Competencies (knowledge/skills): Basic knowledge of carpentry, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other related basic functions for a Handyman. Knowledge of Occupational Health and Safety Act. |
| <u>DUTIES</u> | : | Elementary maintenance, installation and repair works in the building service as well as exterior works on the premises at Artisan Assistant level. Maintenance, including painting, unblocking sewer systems/plumbing. Elementary maintenance, installation, repair, modify and manufacture items, equipment, and machines in the mechanical field under supervision of an Artisan. Elementary maintenance, repair and installations of equipment and electrical items, and repairs in the light current field. Responsible for basic administration work, completing job cards and supporting supervisor/Artisan. Transport Goods. |
| <u>ENQUIRIES</u> | : | Mr CC Brown Tel No: (021) 831-5817 |
| <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 may be subjected to a competency test. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/193</u> | : | <u>NURSING ASSISTANT GRADE 1 TO 3</u> Overberg District |
| <u>SALARY</u> | : | Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum |
| <u>CENTRE</u> | : | Otto Du Plessis |

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. |
| <u>DUTIES</u> | : | Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Record keeping. |
| <u>ENQUIRIES</u> | : | Ms N Adams, Tel No: (028) 424 1167 |
| <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 will be required to undergo a competency assessment |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/194</u> | : | <u>NURSING ASSISTANT GRADE 1 TO 3 (X6 POSTS)</u> Chief Directorate Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R 277 070 per annum |
| <u>CENTRE</u> | : | Mitchells District Plain Hospital: Post Natal (X1 Post) Medicine Male (X2 Posts) Surgery Female (X1 Post) 72 Hour Psychiatry (X1 Post) Overnight Ward (X1 Post) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC. Inherent requirement of the job: Willingness to work night duty, weekends and public holidays as well as overtime. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment. |
| <u>DUTIES</u> | : | Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which includes Patient Hygiene, Nutritional Status, mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self-development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties. |
| <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 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." |
| <u>CLOSING DATE</u> | : | 29 November 2024 |

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| <u>POST 42/195</u> | : | <u>OPERATOR (REPROGRAPHICS)</u> |
| <u>SALARY</u> | : | R155 148 per annum |
| <u>CENTRE</u> | : | Tygerberg Hospital, Parow Valley |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in respect of printing and photocopying processes. Competencies (knowledge/skills): Ability to prioritise work. Good communication skills. |
| <u>DUTIES</u> | : | Ability to prioritise work, handle confidential documents, take and issue photos/ID tags as well as ad-hoc duties. Compile reports, letters as well as develop and maintain registers in terms of inventory, statistics and calculation of printing costs. Operate and control equipment as well as liaise with outside companies for required repairs/upgrading of equipment. Provide efficient assistance and support to clients, personnel, management and supervisors. |
| <u>ENQUIRIES</u> | : | Ms CB Johnson Tel No: (021) 938-5327 |
| <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 may be subjected to a practical assessment. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/196</u> | : | <u>FOOD SERVICES AID</u> Overberg District |
| <u>SALARY</u> | : | R131 265 per annum |
| <u>CENTRE</u> | : | Hermanus Hospital |
| <u>REQUIREMENTS</u> | : | Minimum Requirement: Basic numeracy and literacy. Experience: Appropriate experience in an Industrial Food Services Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. Ability to maintain good interpersonal skills. |
| <u>DUTIES</u> | : | Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow standardised Western Cape Government Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures. Quality portion control of food according to standardised recipes. |
| <u>ENQUIRIES</u> | : | Mr TM De Wet Tel No: (028) 313 5227 |
| <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 may be subjected to a practical assessment. |
| <u>CLOSING DATE</u> | : | 29 November 2024 |
| <u>POST 42/197</u> | : | <u>CLEANER</u> Chief Directorate: Emergency and Clinical Services Support |
| <u>SALARY</u> | : | R131 265 per annum |
| <u>CENTRE</u> | : | Forensic Pathology Service, Mossel Bay Laboratory |
| <u>REQUIREMENTS</u> | : | Minimum requirement: Basic Reading, Writing and Numerical skills. Experience: Appropriate cleaning experience. Inherent requirements of the job: Ability to work in a state mortuary environment. Basic knowledge of general hygiene practices. Ability to use a variety of cleaning equipment and products. Competencies (knowledge/skills): Computer and software literacy. Appropriate general cleaning experience. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients with knowledge of Batho Pele principles. Ability to interpret and apply policies. Ability to work under pressure. Ability to understand and work according to the Occupational Health and Safety Act and regulations: Act 85 of 1993. |

DUTIES : Effectively perform a cleaning service of a routine nature in all Administration areas. Effectively perform a cleaning service of a routine nature in all Clinical areas. Effectively clean the vehicle fleet of the facility. Effectively support the Manager in establishing a safe environment.

ENQUIRIES : Mr. L Smith, email: Lester.Smith@westerncape.gov.za or Tel No: (044) 813 1890

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

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

CLOSING DATE : 29 November 2024

POST 42/198 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services
(1 Year Contract)

SALARY : R131 265 per annum
CENTRE : Lenteguur Hospital
REQUIREMENTS : Minimum educational qualification: Basic Numeracy and literacy Skills. Experience: Appropriate experience working in a Creche environment. Inherent requirement of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to work independently and within a team. Comply with OHS regulations and policies.

DUTIES : Holistic care for the children attending the creche situated on the premises of Lenteguur Hospital. Provide a hygienically clean, safe and secure environment. Assisting with the supervision of children during playtime and activities to ensure safety. Washing and folding children's clothing, bedding, and any other linens used in the creche. Regularly inspecting play equipment and the environment to ensure it is safe for children. Assisting in maintaining a positive and respectful environment by helping to manage children's behaviour as needed. Informing staff about any concerns related to the children, such as health issues or behavioural changes. Provide support to the Childminder to ensure the development of children. Support Supervisor and Childminders at the creche.

ENQUIRIES : Ms. A. Brandt Tel No: (021) 830 2704
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 29 November 2024

POST 42/199 : **LAUNDRY AID**
Central Karoo District

SALARY : R131 265 per annum
CENTRE : Prince Albert Hospital
REQUIREMENTS : Minimum educational qualification: Numeracy and literacy skills. Experience: Appropriate experience in laundry services. Inherent requirements of the job: Must be able to be on feet for most of the day and to work in uncomfortable temperatures. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.

DUTIES : Collecting, Sorting and Weighing of dirty, soiled linen. Machine & Equipment operation, washing drying and ironing of linen. Linen Stock Control and Management of Linen Room. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Ad hoc Administrative duties and willingness to rotate in other departments. Assist supervisor where required.

ENQUIRIES : Frieslaar Tel No: (023) 814 2982
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 29 November 2024

- POST 42/200** : **MESSENGER**
Chief Directorate: Metro Health Services
- SALARY** : R131 265 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate messenger experience. Inherent requirements of the job: Able to lift heavy packages. Physically fit and able to be on your feet for long periods of time. Competencies (knowledge/skills): Strong sense of confidentiality and trustworthiness. Knowledge of folder management procedures. Good interpersonal skills. Basic computer literacy skills.
- DUTIES** : Collection and distribution of mail documents and medical records on the VBH site. Collection and delivery duties of Pharmacy boxes, twice daily. Messenger duties to Head Office, Cape Town and Post Office, Sita and Regional Office, Bellville, twice a week or as requested. Ad hoc duties as and when required from your supervisor.
- ENQUIRIES** : Ms M Froneman, Tel No: (021) 826 5864
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 other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 29 November 2024
- POST 42/201** : **MEDICAL SPECIALIST GRADE 1 TO 3: RADIATION ONCOLOGY (SESSIONAL) (20 HOURS PER WEEK)**
- SALARY** : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour
- CENTRE** : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiation Oncology. Registration with the Professions Council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiation Oncology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiation Oncology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiation Oncology. Inherent requirement of the job: Up to date GCP (Good clinical practice) training. Competencies (knowledge/ skills): Knowledge and experience of modern radiotherapy planning and treatment, including 3D CRT, VMAT planning and treatment, chemotherapy administration and management of side effects, and biological therapy, as well as experience in palliative care is required.
- DUTIES** : To support major referral centres in drainage areas eg. George Hospital, Vredenburg Hospital, Mitchell's Plain Hospital, by doing outreach and supporting competencies in the District Health Care System to manage patients and referrals appropriately. Ability to create a learning environment for junior staff, and students, both under- and postgraduate as required. Ability to teach and assess registrars according to best practice standards. To support senior registrar to run an efficient and cost-effective colo-rectal, hepato-biliary and thyroid combined Oncology service at Groote Schuur Hospital.
- ENQUIRIES** : Prof J Parkes Tel No: (021) 404 4265
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

CLOSING DATE

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).
29 November 2024